BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 90-201

30 SEPTEMBER 2003

UNITED STATES AIR FORCES IN EUROPE
Supplement 1

29 OCTOBER 2004

Command Policy

INSPECTOR GENERAL ACTIVITIES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at: **http://www.e-publishing.af.mil.**

OPR: SAF/IGI (Maj Mark Guerrero)
Supersedes AFI 90-201, 1 October 2002

Certified by: SAF/IG (Lt Gen Raymond P. Huot)
Pages: 128
Distribution: F

This instruction implements Air Force Policy Directive (AFPD) 90-2, *Inspector General - The Inspection System,* Department of Defense (DOD) Directive 3150.2, *DOD Nuclear Weapon System Safety Program*, and Technical Order (TO) 11N-25-1, *DOD Nuclear Weapons Technical Inspection System*. It provides guidance and procedures for Air Force inspection and nuclear surety programs. Only this instruction may establish service-wide inspection requirements. Ensure that all records created by this AFI are maintained in accordance with AFMAN 37-123, *Management of Records,* and disposed of in accordance with AFMAN 37-139, *Records Disposition Schedule*.

(USAFE) AFI 90-201, 30 September 2003, is supplemented as follows: This supplement prescribes guidance and procedures for the conduct of inspection activities within USAFE. This supplement also prescribes the USAFE inspection guide. Only this supplement may establish formal command-wide inspection requirements. This supplement applies to all USAFE units and contains Joint Safety and Security Inspection (JSSI) criteria that apply to all North Atlantic Treaty Organization (NATO) host units to munitions support squadrons (MUNSS). This supplement applies to Air National Guard (ANG) units and members assigned or attached to USAFE; it does not apply to Air Force Reserve Command (AFRC) units. Personnel responsible for maintaining paper copies of AFI 90-201, *Inspector General Activities* will reference this supplement on the title page of the basic publication. Send comments and suggestions for improvements, through channels, using AF Form 847, **Recommendation for Change of Publication**, to Inspector General (HQ USAFE/IG), Unit 3050, Box 60, APO AE 09094-5060. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at: **https://webrims.amc.af.mil**.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This instruction incorporates recent policy changes to the AF inspection system; specifically, in nuclear surety security criteria, inspection scoring and reporting, ability to survive and operate (ATSO) criteria, and inspecting contracted functions within readiness and compliance inspections. It also combines supply, plans and programs, and transportation functions into logistics readiness in accordance with AF policy.

(USAFE) This document is substantially revised and must be reviewed in its entirety. This revision reorganized paragraphs to mirror AFI 90-201 format. Clarified the role of USAFE Functional Staffs in developing policies required to implement this instruction. Addendums A, B, C are rescinded. **Attachment 9 (Added)** establishes Full Spectrum Threat Response (FSTR) evaluation procedures for IG and Unit Exercise Evaluation Teams in accordance with AFI 10-2501 *Full Spectrum Threat Response (FSTR) Planning and Operations*. **Attachment 10 (Added)** provides instructions for Functional Implementation Guides, **Attachment 11 (Added)** provides guidance on simulation and deviation policy, and **Attachment 12 (Added)** defines Multimedia Support.

Chapter 1

RESPONSIBILITIES

1.1. Secretary of the Air Force, Inspector General (SAF/IG). Reports on force readiness to the Secretary of the Air Force (SECAF) and the Chief of Staff, United States Air Force (CSAF). Approves inspection policy and oversees the Air Force inspection system. Serves as the Air Force point of contact for notification of evaluations by Air Force-level and non-Air Force organizations. As required, directs assessment of any Air Force program or operation, including Air Force Reserve Command (AFRC) and Air National Guard (ANG) organizations and units. Informs commanders on the Eagle Look management review process and solicits review topics and sponsors from the Secretariat, Air Staff, and Major Commands (MAJCOMs). Provides comments to MAJCOMs, direct reporting units (DRUs), and field operating agencies (FOAs) on the adequacy of their Operational Readiness Inspection (ORI) and Compliance Inspection (CI) programs. Approves Air Force Special Interest Items (SIIs). Chairs the Air Force Intelligence Oversight (IO) Panel and provides quarterly reports to the Office of the Secretary of Defense (OSD).

1.1.1. Air Force Inspection Agency (AFIA). Conduct inspections/assessments, management reviews, and investigations as directed by SAF/IG (see **Chapter 4**).

1.1.2. SAF/IG Inspections Directorate (SAF/IGI). Manages Air Force inspection policy (including plans, guidance, and procedures) and provides oversight of inspection policy implementation. Provides SAF/IG analysis on the adequacy of MAJCOM ORI, CI, and Nuclear Surety Inspection (NSI) programs. Observes all nuclear inspection areas in paragraph **3.5.2.**, the MAJCOM IG's deliberative process (i.e., IG inbriefs, team meetings, etc.) and inspection-related portions of unit/wing leadership debriefs. Prepares an executive summary (in coordination with the Air Force Safety Center and the MAJCOM IGs) for SAF/IG following each observed NSI. Coordinates on requests for waivers or deferments of nuclear inspections required by **Chapter 3** of this AFI. Provides a summary and analysis of inspection results and trends for inclusion in recurring IG briefings to CSAF. Manages and administers the USAF Inspectors Course to MAJCOM Inspector General teams.

1.2. Secretary of the Air Force, General Counsel (SAF/GC). Acts as legal counsel for all Air Force Intelligence Oversight (IO) issues. Provides advice to intelligence components on questions of legality or propriety.

1.3. Chief of Safety (HQ USAF/SE). Oversees the nuclear surety program with SAF/IG.

1.3.1. Air Force Safety Center, Weapons, Space, Nuclear Safety Division (AFSC/SEW). Manages the safety aspects of Air Force nuclear surety policy (including the AFI 91-series publications and specific parts of other directives such as AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Material*, etc.) and provides oversight of nuclear surety policy implementation. Reviews critical and major nuclear surety deficiencies identified in MAJCOM NSI reports. Requests clarification of deficiencies. Reviews MAJCOM actions taken to correct deficiencies identified during Defense Threat Reduction Agency, Albuquerque Operations (DTRA/AO) inspections and endorses them to DTRA. In cases where AFSC or DTRA nonconcurs, AFSC/SEW returns corrective action responses to MAJCOM for clarification.

1.3.1.1. Provides augmentees for NSIs when requested by the MAJCOM. Provides nuclear surety-related oversight support of NSIs, Limited Nuclear Surety Inspections (LNSIs) and Initial Nuclear Surety Inspections (INSIs) when requested by SAF/IGI. Oversees 25 percent of the total annual MAJCOM-conducted NSIs and provides observer(s) when DTRA/AO inspects Air Force units. Scheduling: AFSC will coordinate each NSI visit with the respective MAJCOM IG Gatekeeper and will honor the IG Trusted Agent system to protect the minimum or no-notice aspect of the inspection. Intervention: In the course of directly observing MAJCOM inspectors conducting their activities, AFSC/SEW observers will not intervene in the inspection process unless the safety, security, or reliability of a resource is in jeopardy and the MAJCOM inspectors fail to take appropriate actions to correct the situation. Feedback: Since these visits are not inspections, reports are not prepared, however, the AFSC team chief will provide SAF/IGI a brief, unrated, written account of observations identifying possible areas for improving the NSI process. AFSC concurrence with MAJCOM IG team findings is not required.

1.4. Director of Intelligence, Surveillance, and Reconnaissance (HQ USAF/XOI). Develops policy to ensure the proper supervision and control of Air Force intelligence activities. Maintains AFI 14-104, *Oversight of Intelligence Activities,* which provides guidance on the scope and applicability of the Air Force Intelligence Oversight Program.

1.5. All Other Secretariat and HQ USAF Deputy Chiefs of Staff (DCS). Submit and sponsor Eagle Look management review topics. Review MAJCOM inspection criteria upon request of the Secretary of the Air Force, Inspector General, Inspections Directorate (SAF/IGI). Provide functional guidance on readiness and compliance items subject to inspection/assessment.

1.6. Major Commands (MAJCOM). Establish inspection programs consistent with command mission requirements to assess unit readiness, compliance, and other Air Force inspection program elements outlined in **Chapter 2** and ensure deficiencies identified during inspections are corrected. Develop inspection criteria and, as applicable, provide to the AFRC IG and the National Guard Bureau IG for review. Send an electronic version of MAJCOM supplements to this instruction to SAF/IGI at **mailto:safigi@pentagon.af.mil**. Provide functional guidance/checklists, as required for readiness and compliance items subject to inspection. Designate a point of contact (Gatekeeper) for notification of evaluations by all Air Force and non-Air Force organizations. Submit proposed Eagle Look management review topics and a quarterly schedule of projected inspection activity to the Air Force Inspection Agency (AFIA) for coordination.

1.6. (USAFE) The USAFE Inspector General (HQ USAFE/IG) provides leaders with credible, independent and objective assessment processes to measure the capability of assigned forces and effective use of resources. The IG recognizes best practices, lessons learned, and innovative methods to accomplish the Air Force mission.

1.6.1. MAJCOMs with Nuclear-Capable Assigned/Gained Units. Develop NSI criteria and NSI checklists (with references). Include all applicable functions listed in paragraph **3.5.** Send a copy of proposed criteria, checklists, and changes to HQ AFSC/SEW, 9700 Avenue G SE, Kirtland AFB NM, 87117-5670, for review and/or approval. Publish approved criteria as a MAJCOM supplement to this instruction and send an electronic version to SAF/IGI at **mailto:safigi@pentagon.af.mil**. Conduct inspections required by this AFI. Provide the inspected unit a report within 30 calendar days. For all critical and major deficiencies, ensure final NSI reports include the complete description of each val-

idated deficiency, the root cause, and the impact of the deficiency on the safety, security, or reliability of nuclear weapons and nuclear weapon systems. Send a message and formal report on all nuclear inspections to the addressees listed in **Attachment 3** and **Attachment 4** and paragraph **3.9.** (as applicable). Include details on all limiting factors (LIMFACS), critical and major deficiencies, corrective actions immediately applied, and deficiencies or unusual situations that affect the safety, security, or reliability of nuclear weapons or nuclear weapon systems. Comply with **Chapter 3** (paragraph **3.8.**) on Defense Threat Reduction Agency (DTRA) inspection reports. Appoint a Corrective Action Report Status (CARS) monitor to track corrective actions for all discrepancies in DTRA inspection reports.

1.6.1. (USAFE) HQ USAFE directorates are responsible for the development of Nuclear Surety Inspection and Joint Safety and Security Inspection (NSI/JSSI) Functional Inspection Guides (FIG) pertaining to their functional area of responsibility. These guides will establish specific inspection criteria. Nuclear and Conventional Weapons Division (HQ USAFE/A4W) compiles and forwards command NSI/JSSI checklists to the Air Force Safety Center, Safety Weapons Division (HQ AFSC/SEW). USAFEI 91-101, *Nuclear Surety Staff Assistance Visit (SAV) And Functional Expert Visit (FEV) Program Management*, contains command guidance on NSI/JSSI FIG requirements. USAFE Inspector General Inspections Division (HQ USAFE/IGI) acts as the Corrective Action Report Status (CARS) program monitor to track corrective actions for all Defense Threat Reduction Agency (DTRA) inspection reports.

Chapter 2

AIR FORCE INSPECTION PROGRAM ELEMENTS

2.1. General Guidelines. Independent inspections are conducted by MAJCOM IGs, AFIA, and functional staffs to provide the SECAF, CSAF, and MAJCOM/CCs status reports on unit efficiency, effectiveness, and combat readiness. In this regard, MAJCOMs will establish inspection programs consistent with MAJCOM mission requirements to inspect unit readiness, compliance, and other inspection program elements outlined in this chapter. They will develop applicable guidelines, procedures, and criteria for conducting these inspections.

2.1.1. Inspection Footprint. It is Air Force policy to minimize the inspection footprint to the maximum extent practical. The use of sampling techniques (using standard mathematically valid statistical models), combined inspections, credit for unit activity in conjunction with exercises and contingencies, and other measures of sustained performance may be accomplished as deemed appropriate by individual MAJCOMs. Whenever practical, IG teams may deploy to forward locations and headquarters during exercises and contingency operations to evaluate processes and performance. Inspectors may observe, but will not interfere with real world activities, unless a serious situation dictates or when input has been thoroughly coordinated with host base and affected unit commanders.

2.1.2. Inspection Alignment with AEF Rhythm. In order to ensure inspection programs adapt to the current AEF environment, MAJCOMs will, when possible, align inspection schedules with the AEF flow. Inspection schedules will be coordinated/deconflicted with known major AEF deployments (more than 20 percent of a wing's assigned personnel deployed). Units will not be inspected within 30 days of a major AEF deployment or within 30 days after their return.

2.1.3. Inspection Guides. MAJCOM functional staffs will develop inspection checklist items for use by command IG teams. MAJCOM IGs will ensure critical items requiring direct IG evaluation are clearly annotated.

2.1.3. (USAFE) HQ USAFE directorates will develop and maintain separate FIGs for Unit Compliance Inspections (UCI) and Operational Readiness Inspection (ORI). These guides will establish specific inspection criteria. USAFE Staff OPRs will ensure ORI guides include Common Core Readiness Criteria and UCI guides include Common Core Compliance Area Application. FIGs will be developed in accordance with **Attachment 10 (Added)**.

2.1.4. Grading System. Inspection team chiefs may assign ratings that accurately reflect observed performance regardless of statistical outcomes. Specific criteria are designed as a guide and are not a substitute for the judgment of the inspector. However, when ratings differ significantly from established criteria, the rationale should be explained.

2.1.5. Validation. Each MAJCOM should establish a validation process and ensure all inspectors are aware of MAJCOM procedures and expectations regarding validation. Confirming initial observations and conclusions gives the inspected unit an opportunity to clarify and/or rebut those observations, thereby avoiding misunderstandings and improving accuracy. Validation is most effective when initiated at the inspector level.

2.1.6. Wing Exercise Program Office Manning. Although manpower authorizations are not earned for the wing exercise program, SAF/IG recommends the following template in paragraph **2.1.6.1.** be used when establishing a wing office from within organizational resources. These numbers are over

and above the Wing IG and senior enlisted assistant for matters relating to complaints and fraud, waste and abuse. Wing/Installation Commanders determine whether the exercise program falls under the CV, XP or IG.

2.1.6.1. Two core authorizations consisting of one officer (O-4 or civilian equivalent, ops background preferred) and one enlisted (E-7, maintenance background preferred). One additional authorization should be added for each 1,500 wing personnel increment above 1,000 (first authorization for an Information Manager, second authorization an O-3, third authorization an E-7, fourth authorization an E-7). Plus one additional authorization if unit has a nuclear mission (E-7). Examples: A 2,000 person wing equals two authorizations. A 4,200 person wing equals four authorizations. A 5,500 person wing with nuclear capability equals six authorizations.

2.1.7. (Added-USAFE) Staff Assistance Visits (SAV). If a unit is to undergo a SAV (i.e. Logistics Standardization and Evaluation Team, Conventional SAV, Nuclear Surety SAV, etc.) by USAFE or other higher headquarters staff agencies, the visit should be completed at least 60 days prior to the start of a scheduled HQ USAFE/IG inspection. Inform USAFE Chief of Inspections (HQ USAFE/IGI) when SAVs are scheduled within 60 days of an inspection to prevent possible conflicts of staff activities. SAVs are reported under the Gatekeeper Program. Visits by staff personnel, not part of a SAV do not fall under the provisions of this supplement.

2.2. Operational Readiness Inspection (ORI).

2.2.1. Execution. ORIs are conducted to evaluate and measure the ability of units with a wartime, contingency, or force sustainment mission to perform assigned operational missions (e.g., Designed Operational Capability (DOC), Air Force Worldwide Unit Type Code System (AFWUS), Mission Essential Task List (METL), and/or mission statement associated taskings and assigned OPLAN taskings, etc.). For scheduling purposes, MAJCOMs may conduct ORIs in two phases. Phase I will evaluate the unit's transition from peacetime readiness into a wartime posture. Phase II will evaluate the unit's ability to meet wartime taskings. USAFE may substitute a unit's NATO Tactical Evaluations (TACEVAL) for ORI credit.

2.2.1. (USAFE) HQ USAFE/IG conducts ORIs of selected USAFE units. The inspection will evaluate the unit's response to North Atlantic Treaty Organization (NATO) or United Stated higher headquarters (US HHQ) tasking. The ORI is conducted in two phases. Phase I is the evaluation of the unit's transition from peacetime readiness into a wartime posture. Phase II is the evaluation of the unit's ability to meet wartime tasking, to include mission support. Evaluate mission support during either Phase I and (or) Phase II. Depending upon the ORI scenario, units will receive an intelligence build-up and higher headquarters message reflecting the phases of time sensitive planning.

2.2.1.1. Scenarios. IG teams should attempt to create a realistic environment for evaluation while ensuring safety is not compromised. ORI scenarios should evaluate both sustained performance and contingency response. Since units must be ready to meet the full range of potential assigned taskings, IGs should periodically assess these units against robust OPLAN taskings. Whenever practical, scenarios may be combined with those of other MAJCOMs, exercises, and contingency events.

2.2.1.1. (USAFE) Phase I ORIs will reflect the unit's ability to respond to short-notice mission taskings and will be driven by a scenario provided by HQ USAFE/IG. The inspection will focus on three primary functions of a unit's initial response to operational mission taskings. These functions

include the unit's ability to generate, deploy and regenerate units for mission employment, their ability to process and deploy Expeditionary Combat Support (ECS) Unit Type Codes (UTC) for expeditionary support operations and their ability to protect the unit's main operating base personnel and resources from locally-based intruder and terrorist threats during these operations (i.e., Force Protection).

2.2.1.2. Major Graded Areas. Units with a wartime or contingency mission will be evaluated in four major areas: initial response, employment, mission support, and the ability to survive and operate (ATSO) in a hostile environment. These four areas are presented in **Attachment 5** along with applicable subareas. MAJCOMs may modify major graded areas to account for the variety of wartime or contingency missions that exist. IGs will apply the common core readiness criteria (described in paragraph **2.2.4.**) to each of the applicable major graded areas and sub-areas and supplement them, as required, to develop comprehensive inspections.

2.2.1.3. Performance. IG teams should focus on mission performance. Academic testing should not be used as a primary measure of readiness unless it serves a specific inspection objective, or hands-on performance cannot be observed.

2.2.1.4. (Added-USAFE) Units receiving NATO tactical evaluations (Operational and Strike) will normally receive ORI credit for areas evaluated by NATO. HQ USAFE/IG will appoint a US National Representative (NATREP) for all NATO evaluations. Areas not evaluated by NATO will be inspected by HQ USAFE/IG within 90 days of the NATO evaluation, using guidance in **Attachment 5**. of the basic publication.

2.2.1.4.1. (Added-USAFE) HQ USAFE Directorates and wings/installations will support NATO tactical evaluations by providing evaluators for Operational and Strike evaluations, to the maximum extent possible, when requested by HQ USAFE/IG. The IG will fund required evaluator training.

2.2.1.5. (Added-USAFE) Phase I Readiness Assessment Visits (RAV)/ORIs in conjunction with Exercise/Contingency Tasking. Phase I inspections will not normally be conducted in conjunction with real-world events. However, Commander United States Air Forces in Europe (COMUSAFE) may task the IG to assess contingency deployments at specific units. Under these circumstances, the IG team will observe unit actions without input or interference. The team will then produce a report summarizing the unit’s ability to meet contingency taskings. If unique circumstances warrant consideration to conduct an ORI during contingency taskings, two criteria must be met. The deployment must be of a magnitude to adequately demonstrate the unit’s combat capability, as well as, coordinated with the IG and approved by COMUSAFE.

2.2.1.6. (Added-USAFE) Tasking. The unit will receive specific deployment tasking in a simulated Deployment Order (DEPORD) at inspection initiation. Detailed information such as specific taskings, simulated airflow, personnel requirements, small arms and deployment bag requirements will be issued with the DEPORD. If required, the first strategic airlift arrival will be no earlier than (NET) 12 hours after inspection initiation. Air Tasking Orders (ATO) specifying deployment tasking and first employment mission details will also be issued at inspection initiation.

2.2.1.6.1. (Added-USAFE) Host Unit/Base X Support Plan (BSP). Units will normally be tasked to deploy to a simulated forward location (Base X). Other ECS UTCs may or may not be tasked to deploy to the same Base X. The IG will distribute a Base X Support Plan or utilize an existing BSP within the command.

2.2.1.6.2. (Added-USAFE) Simulated Host Support. Personnel, vehicles and equipment used as simulated host unit support must be visually identified (e.g., armband, badge, vehicle/equipment markings, etc.) during the entire ORI. Units will provide the IG with a document to identify the host unit support population and a list of all non-UTC vehicles and equipment to be used as war reserve materiel (WRM)/host unit support equipment.

2.2.1.7. (Added-USAFE) IG-Directed Exercises. The IG may direct the unit Exercise Evaluation Team (EET) to plan, execute and evaluate specific exercises as part of the phase I ORI in accordance with FSTR **Attachment 9 (Added)**.

2.2.1.8. (Added-USAFE) ORI Initiation. HQ USAFE/IG inspections are initiated by an emergency action message (EAM) or by an execution-tasking message transmitted by electronic means or hand-delivered. IG inspectors will provide the simulated DEPORD, ATOs and special instructions (SPINs) as required. The IG Team will conduct a formal in-brief for the wing commander and staff shortly after arrival. The unit will assist the IG Team in establishment of the IG Team Center.

2.2.1.8.1. (Added-USAFE) The unit wing operations center (WOC) time will be used as the standard for all timed events.

2.2.1.8.2. (Added-USAFE) Upon ORI initiation, all assigned personnel present for duty are considered available for tasking. The unit commander may withdraw unit members from annual/refresher training, but not from formal schools. Simulate recall of personnel on leave or Temporary Duty (TDY), if required, to fill UTC tasking. Simulated recall must be completed in time for them to deploy.

2.2.1.8.3. (Added-USAFE) The IG Team will function as higher headquarter (HHQ) (known as "EAGLE OPS") for all ORI-associated events. “EAGLE OPS” communication rules, procedures and support requirements will be provided at the pre-visit coordination meeting.

2.2.1.9. (Added-USAFE) Safety.

2.2.1.9.1. (Added-USAFE) Responsibilities. If deviation from the ORI scenario in the interest of safety becomes necessary, inform the IG Team Chief or an appropriate inspector of the reasons for the deviation. The IG and or unit will stop all unsafe operations. The IG Team Chief or unit commander may declare recesses for unforeseen circumstances such as weather or other uncontrollable factor(s) adversely affecting safe operations. The unit commander is the final authority for launching missions and is responsible for the safety of unit aircraft, aircrews, support personnel and equipment.

2.2.1.9.2. (Added-USAFE) Safety Violations. IG evaluators will assess safety throughout the inspection. Violations of safety standards impact ratings in those areas in which the violation is observed. Impact on ratings depends on the severity of the violation and the impact/potential impact on unit readiness.

2.2.1.10. (Added-USAFE) HQ USAFE/IG publishes a permanent team member Entry Authorization List (EAL) in accordance with USAFE Supplement 1 to AFI 31-101, *Air Force Installation Security Program*.

2.2.1.11. (Added-USAFE) Simulations/Deviations. All approved standing simulations/deviations are located in **Attachment 11 (Added)**. Any additional simulations/deviations must follow the format and rules in **Attachment 11 (Added)**. They must be consolidated and submitted to the IG

prior to the pre-visit coordination meeting. All simulations and deviations will be finalized by the IG not later than 2 weeks prior to the vulnerability period. The IG may validate the request for simulation/deviation with the appropriate USAFE staff directorate.

2.2.1.12. (Added-USAFE) Deliverables. The following deliverables are due to HQ USAFE/IG at the time indicated.

2.2.1.12.1. (Added-USAFE) 90 days prior to Vulnerability Window.

2.2.1.12.1.1. (Added-USAFE) Pre-visit Coordination Meeting:

2.2.1.12.1.1.1. (Added-USAFE) Initial Simulation/Deviation Requests.

2.2.1.12.1.1.2. (Added-USAFE) Base X Base Support Plan (BSP) inputs.

2.2.1.12.2. (Added-USAFE) 60 days prior to Vulnerability Window:

2.2.1.12.2.1. (Added-USAFE) Unit Installation Deployment Plan (IDP).

2.2.1.12.2.2. (Added-USAFE) Unit Installation Security Plan (ISP) and Force Protection plan (if not in ISP).

2.2.1.12.2.3. (Added-USAFE) Personnel Deployment Facility Operating Instruction (if it exists).

2.2.1.12.2.4. (Added-USAFE) Installation FSTR Plan 10-2.

2.2.1.12.2.5. (Added-USAFE) Weapons of Mass Destruction (WMD) Plan (if not in FSTR Plan 10-2).

2.2.1.12.2.6. (Added-USAFE) OG/MXG/MSG/MDG Operating Instruction Index.

2.2.1.12.2.7. (Added-USAFE) Disaster Preparedness Grid Map.

2.2.1.12.2.8. (Added-USAFE) . Airfield Diagram

2.2.1.12.2.9. (Added-USAFE) Explosive Area Map.

2.2.1.12.2.10. (Added-USAFE) Critical Facility Listing (if not in the ISP). As a minimum, the list should contain facility priority number, building or facility number, grid coordinates, facility nomenclature or exercise function, and alternate facility location for that function in the event the primary becomes unusable.

2.2.1.12.2.11. (Added-USAFE) Listing of approved local area hotels with contact information.

2.2.1.12.3. (Added-USAFE) 14 days prior to Vulnerability Window:

2.2.1.12.3.1. (Added-USAFE) Final Simulation/Deviation (Sim/Dev) requests.

2.2.1.12.3.2. (Added-USAFE) Local area safety briefing.

2.2.1.12.3.3. (Added-USAFE) Flightline safety briefing and license issue.

2.2.1.12.3.4. (Added-USAFE) On-base driving vehicle pass coordination information.

2.2.1.12.3.5. (Added-USAFE) EET-generated scenarios for IG directed exercises (4 exercise scenarios in accordance with **Attachment 9 (Added)**).

2.2.1.12.4. (Added-USAFE) ORI Initiation:

2.2.1.12.4.1. (Added-USAFE) List of aircraft tail numbers for generation and deployment, (including spares) at Reference Start Time (RST) 1+30.

2.2.1.12.4.2. (Added-USAFE) All unit Designated Operational Capability (DOC) statements.

2.2.1.12.4.3. (Added-USAFE) Status of Resource and Training Systems (SORTS) reports at RST 1+30 including the following: Letters of appointment for each unit SORTS monitor, latest work sheets, latest unit database printout, presentation material provided to the unit's staff (i.e. slides, handouts, worksheets, etc), current letter of "X's" for each flying squadron.

2.2.1.12.4.4. (Added-USAFE) Deployment support documentation including applicable Deliberate and Crisis Action Planning and Execution System (DCAPES), Logistics Module (LOGMOD) or Logistics Module Stand-Alone (LMSA), and Manpower Personnel-Base Level (MANPER-B) generated products immediately following the Deployment Concept Briefing.

2.2.1.12.4.5. (Added-USAFE) Aircrew mission materials will be delivered to the aircrew operations inspector prior to the deployment briefing and the employment mission briefing respectively.

2.2.1.12.4.6. (Added-USAFE) The unit may request that the IG consider any additional issues (e.g., out of cycle UTC tasking.) that may have occurred since the Sims/Devs were finalized.

2.2.1.12.4.7. (Added-USAFE) Deliver all ORI exercise record messages, whether actual or simulated, to the deployed message center for processing as required. Additionally, transmit/deliver all inspection-generated messages and reports directly to "EAGLE OPS". Exercise traffic, not for transmission, will contain the following statement in the special instructions block: "FOR EXERCISE USE ONLY, DO NOT TRANSMIT". If using floppy disks, then the disk or releasing document will be labeled "FOR EXERCISE USE ONLY, DO NOT TRANSMIT". All messages must be in the Joint Users Handbook-Message Text Format (JUH-MTF) according to AFMAN 33-326, *Preparing Official Communications*.

2.2.1.12.4.7.1. (Added-USAFE) Actual events/incidents occurring during the inspection period will be routed according to applicable directives. All exercise events/incidents will be passed and elevated to the next applicable HHQ except when otherwise specified by the Command Post (CP)/Battle Staff inspector.

2.2.1.12.4.7.2. (Added-USAFE) Exercise Battle Staff activation, deactivation, attainment reports, operational reports (OPREP-3) and Situation Reports (SITREP) will be transmitted to "EAGLE OPS" via communications center or as directed by the IG. "ZEN" will be placed in front of all actual addresses required to be in each report to block actual transmission to HHQs. The IG will ensure correct addresses have "ZEN" in place prior to transmission.

2.2.1.12.4.7.3. (Added-USAFE) A copy of all outgoing messages will be given to the CP/Battle Staff inspector.

2.2.1.12.5. (Added-USAFE) ORI Termination:

2.2.1.12.5.1. (Added-USAFE) The IG Team Chief will declare "Exercise Termination" to denote the completion of mobility processing activities and security exercises only. The IG Team Chief will provide the wing commander with an "ENDEX" declaration in writing to announce the end of all inspection activities. After the IG Team Chief declares ENDEX, the unit should anticipate an additional 2 days of IG validation prior to outbrief.

2.2.1.12.5.2. (Added-USAFE) Deployment Control Center (DCC). As soon as possible after exercise termination, the DCC or applicable squadron will consolidate and provide the following documentation to the IG:

2.2.1.12.5.2.1. (Added-USAFE) All exercise messages received and dispatched.

2.2.1.12.5.2.2. (Added-USAFE) Shippers Declaration of Dangerous Goods, sample book, and any DD Forms 1387-2, **Special Handling Data/Certification**, used by the Cargo Deployment Function (CDF) in-check point. Include letters authorizing personnel to sign DD Forms 1387-2.

2.2.1.12.5.2.3. (Added-USAFE) One copy of each Contingency Exercise Deployment (CED) orders and amendments prepared by the deployment-processing unit. Provide the deployment inspector a copy of each classified order published.

2.2.1.12.5.2.4. (Added-USAFE) The aircraft and troop commander packages, station file copy of the manifests and load lists, and the documentation provided to cargo couriers by load number.

2.2.1.12.5.2.5. (Added-USAFE) All work center discrepancy or workload lists, and Data Pattern Traffic (DPT) log. Discrepancy lists must provide the complete personnel deployment function (PDF), name, and deploying squadron of the individual cited for a deficiency.

2.2.1.12.5.2.6. (Added-USAFE) A complete deployment schedule of events, including changes.

2.2.1.12.5.2.7. (Added-USAFE) All logs maintained by the deployment work center supervisors and controllers (i.e., installation deployment officer, personnel representative, Transportation Control Officer (TCO), ramp coordinator, etc.).

2.2.1.12.5.2.8. (Added-USAFE) Deployment Requirements Manning Document (DRMD) with all deploying personnel data. Include Air Force Specialty Code (AFSC) and skill-level substitutions and non-availability waivers.

2.2.1.12.5.3. (Added-USAFE) Commander Logistics Readiness Squadron (LRS/CC):

2.2.1.12.5.3.1. (Added-USAFE) Copies of all Mobility Readiness Spares Packages (MRSP)/Mission Support Kit (MSK) listings (R43/R50) deployed for the exercise in location sequence.

2.2.1.12.5.3.2. (Added-USAFE) Copies of all completed Aircraft Sustainability Model (ASM) assessments.

2.2.1.12.5.3.3. (Added-USAFE) Log sheet for parts delivery times in support of the generation. POL refuel/de-fuel log sheet for the generation and regeneration.

2.2.1.12.5.3.4. (Added-USAFE) Number of aircraft refueled.

2.2.1.12.5.3.5. (Added-USAFE) Quantity of fuel dispensed.

2.2.1.12.5.3.6. (Added-USAFE) Number of aircraft de-fueled.

2.2.1.12.5.3.7. (Added-USAFE) Quantity of fuel de-fueled.

2.2.2. ORI Frequency. Although optimum frequency for readiness inspections varies among MAJCOMs, an outer boundary of no more than 60 months (i.e., 4 AEF Cycles) between Operational Readiness Inspections is required. MAJCOM commander approval is required to exceed this time period. Advance notice to inspected units should be the minimum necessary consistent with realistic assessment scenarios, support asset scheduling, etc. For Air Reserve Component (ARC) units, advance notice will be approximately one year.

2.2.2. (USAFE) The Phase I ORI will be no-notice.

2.2.2.1. (Added-USAFE) Scheduling. The Phase I ORI will normally be scheduled within a 3 month time period known as the vulnerability window. HQ USAFE/IG will coordinate the vulnerability window with Directorate of Operations functionals (HQ USAFE/A3T, A3X, and AMOCC).

2.2.2.2. (Added-USAFE) Units will receive a notification message approximately 120 days prior to the start of the unit's vulnerability window. At approximately 90 days prior to the beginning of the unit's vulnerability window, the unit will host a pre-visit meeting to coordinate details of the upcoming inspection. IG generated intelligence build-up will continue in the 3 months prior to the vulnerability window. Warning and Alert Orders will be provided by HQ USAFE/IG as required.

2.2.3. ORI Grading. The five-tier rating system (consisting of the grades Outstanding, Excellent, Satisfactory, Marginal, and Unsatisfactory as defined in **Attachment 1**) will be used for major graded areas and overall wing performance.

2.2.4. Common Core Readiness Criteria (CCRC). CCRC represent six basic, overarching readiness criteria that all MAJCOM IGs will apply to each area of their respective ORIs. Each CCRC has one or more associated questions to facilitate its use by inspectors.

2.2.4.1. Threat. Is the unit able to implement and sustain appropriate measures to meet changing force protection conditions?

2.2.4.2. Safety. Does the unit safety program facilitate unit readiness?

2.2.4.3. Security. Were adequate security measures employed throughout the exercise? Were OPSEC procedures incorporated into plans and followed throughout the exercise? Were proper COMSEC materials available, as specified in tasked operations plans, to ensure mission accomplishment? Were COMSEC, COMPUSEC, and other measures employed to deny the enemy information?

2.2.4.4. Communications and Information. Were these operations effective?

2.2.4.5. Training. Were units properly trained and equipped to perform wartime duties?

2.2.4.6. Operational Risk Management (ORM). Were units applying ORM principles and concepts to assess the risks associated with their daily mission?

2.2.5. Contracted Functions. As a minimum, identify those contracts that are critical for the unit to accomplish its mission, sample the contractor’s performance (through the Quality Assurance Personnel) as compared to the Performance Work Statement (PWS) requirements and evaluate the adequacy

of PWS as written to satisfy mission requirements. Ensure the Quality Assurance Program and Performance Plan provide effective oversight of the contract and PWS. Refer to **Attachment 5** for the applicable major graded areas and subareas and apply the CCRCs to determine which contracts to assess during the readiness inspection to ensure unit capability to accomplish the unit mission.

2.2.5.1. Grading and Report. Contracted support activities grades will be five-tier and results integrated into the overall unit ORI report. MAJCOMs are encouraged to focus on the results of the contracted activity in support of the unit mission and to identify strengths and weaknesses. The report is not releasable to the individual contractors; however, Contracting Officers may provide contractors with the findings annotated that relate directly to the contractor's performance per the specific contract.

2.2.5.2. Findings. The Contracting Officer, Quality Assurance Program Coordinator, and Quality Assurance Personnel will review findings associated with contractor performance prior to inclusion in the Readiness Inspection report. If practical, the Contracting Officer or Quality Assurance Personnel should accompany the IG during inspections. Findings will be tracked per applicable MAJCOM guidance until closeout.

2.2.5.3. Inspector Training. Prior to inspecting contracted support activities, inspectors and augmentees will complete Phase I (Basic Contract Oversight) training IAW AFI 63-124. Additional MAJCOM or Phase II contract specific training needed to facilitate the inspection is highly recommended.

2.2.5.4. Contractor Relations. Only the contracting officer can take formal action against the contractor for noncompliance or direct contractors to correct deficiencies identified during inspections. Develop and implement safeguards to prevent unnecessary contractor claims resulting from contracted activities inspections.

2.2.5.5. Quality Assurance Personnel and the Performance Plan. Evaluate the effectiveness of the Quality Assurance Program on satisfying mission requirements. Ensure quality assurance personnel training, contract management, and assessment of contractor performance in accordance with the performance plan.

2.2.6. Nuclear ORI (NORI). While conducting a NORI, applicable areas of nuclear surety will be inspected as a subset of the overall readiness inspection. Where applicable, nuclear surety criteria will be applied IAW **Chapter 3** and reported in a separate area of the ORI report or as a separate report. The MAJCOM IG team chief is responsible for determining the impact of nuclear surety deficiencies on the overall rating for the ORI. For units assigned to USAFE, NATO Strike Evaluations (STRIKE EVALS) may be substituted for NORI credit.

2.3. Compliance Inspection (CI).

2.3.1. Execution. CIs are conducted to assess areas mandated by law as well as mission areas identified by senior Air Force and MAJCOM leadership as critical or important to assess/assure the health and performance of organizations. Unit failure to comply with the established directives in these areas could result in significant legal liabilities, penalties, or significant mission impact.

2.3.1. (USAFE) HQ USAFE/IG conducts UCIs on all active units for compliance with US federal and host-nation laws, executive orders, Department of Defense and Air Force directives. Geographically Separated Units (GSU) may be inspected individually or as groups. Units already subject to other compliance inspections (e.g. Health Services Inspection, Joint Commission on Accreditation of

Health Care Organizations, Air Traffic System Evaluation Program, and Environmental Safety and Occupational Health Compliance Assessment and Management Program) may be exempt from UCIs unless directed by COMUSAFE.

2.3.2. CI Frequency. Historical data has shown that excessive periods between major inspections can result in conditions which significantly degrade effective and efficient mission accomplishment. It is essential in today's high OPSTEMPO Air Force to balance mission requirements, such as training exercises, AEF taskings, etc., with inspection requirements, which provide sufficient oversight to prevent significant degradation/non-compliance in key mission support activities. Although optimum frequency for compliance inspections varies among MAJCOMs, an outer boundary of no more than 60 months (i.e., 4 AEF Cycles) between unit compliance inspections is required. MAJCOM commander approval is required to exceed this time period.

2.3.3. CI Grading. Three-tier grading (e.g., in compliance / in compliance with comments / not in compliance) is usually sufficient to assure adequate oversight of each common core compliance area. However, each MAJCOM will determine its own grading scale.

2.3.3. (USAFE) The five-tier grading system will be used for all activities except contract functions. The five-tier grading scale is Outstanding, Excellent, Satisfactory, Marginal and Unsatisfactory. The Flight is normally the lowest organization level that will receive a rating. Flight ratings will be rolled up into an overall squadron rating. Squadron ratings will be rolled up into group level. Wing Staff, group, Special Interest Item (SII) and Full Spectrum Threat Response exercise ratings will be rolled up to determine an overall wing grade. All ratings are result oriented and based on mission impact. When rating a functional or subfunctional area, the word "mission" refers to the mission of that particular rated area.

2.3.4. Common Core Compliance Areas. During CIs, MAJCOM IGs will evaluate each common core compliance area (CCCA) based on by-law requirements, executive orders, DOD directives, and Air Force, MAJCOM, and applicable Air National Guard Instructions. Functional Area Manager (FAM) evaluations may suffice in lieu of IG inspections provided the FAM evaluations meet or exceed the requirements of the CCCAs contained in this directive. In addition, if FAM evaluations are utilized, the MAJCOM IG staff will coordinate with the FAM on the evaluation checklists prior to the evaluation and will review the results following the evaluation. The MAJCOM IG will also publish the results of FAM evaluations in the next MAJCOM IG inspection report for that unit. Minimum Air Force-level CCCAs are outlined in **Attachment 6**. MAJCOM/DRUs should supplement this general guidance as required.

2.3.5. Contracted Functions. Sample the contractor's performance (through the Quality Assurance Personnel) as compared to the Performance Work Statement (PWS) requirements and evaluate the Quality Assurance Program to ensure effective oversight of the contract. MAJCOM functional checklists will be tailored to address differences between Air Force checklists and PWS requirements. As a minimum, evaluate the Quality Assurance Personnel and Performance Plan for contracts servicing Air Force-level CCCAs outlined in **Attachment 6**. Inspection of contracted functions not outlined in **Attachment 6** may be added at MAJCOM discretion.

2.3.5.1. Grading and Report. The Quality Assurance Program will be inspected and the contracted function will be graded; however, individual contractors will not be graded. An adequate sampling of contracted activity, coordinated through the Quality Assurance Personnel, will be observed to sufficiently evaluate the Quality Assurance Program. Findings generated during the inspection

will be annotated in the overall report. The report is not releasable to the individual contractors; however, Contracting Officers may provide contractors with the findings annotated that relate directly to the contractor's performance per the specific contract.

2.3.5.1. (USAFE) HQ USAFE/IG will conduct Contracted Support Activity Inspections (CSAI) of the parent unit having oversight responsibilities of the contractor. HQ USAFE/IG publishes a separate report for all contractor-related activities. A three-tier rating system, Complies, Complies with Comments, Does Not Comply, is used. Only specific functions will be assessed as specified in the contractual agreement. The parent unit having oversight responsibilities of the contractor reports corrective action responses for contractor activities.

2.3.5.2. Findings. The Contracting Officer, Quality Assurance Program Coordinator, or Quality Assurance Personnel will review findings associated with contractor performance prior to inclusion in the Compliance Inspection report. The Contracting Officer and/or Quality Assurance Personnel should accompany the IG during inspections. Findings will be tracked per applicable MAJCOM guidance until closeout.

2.3.5.3. Inspector Training. Prior to inspecting contracted support activities, inspectors and augmentees will complete Phase I (Basic Contract Oversight) training. Additional MAJCOM or Phase II contract specific training needed to facilitate the inspection is highly recommended.

2.3.5.4. Contractor Relations. Only the contracting officer can take formal action against the contractor for noncompliance or direct contractors to correct deficiencies identified during inspections. Develop and implement safeguards to prevent unnecessary contractor claims resulting from contracted activities inspections.

2.3.6. (Added-USAFE) Multimedia Support. Units will provide support as outlined in **Attachment 12 (Added)**.

2.4. Nuclear Surety Inspection (NSI). Refer to guidance in **Chapter 3**.

2.5. Other Inspections. The following are examples of additional inspection requirements MAJCOM/CCs may establish to evaluate various mission elements. These should be kept to the minimum necessary consistent with mission requirements.

2.5.1. Unit Self-Inspection. MAJCOMs should establish self-inspection program guidelines for subordinate units. The intent is to provide commanders with a tool for internal assessment of unit health and to complement external inspections and assessments.

2.5.1.1. Self-inspection programs should be tailored to each unit's structure and mission, and contain mechanisms that ensure adequate coverage of the organization's mission, resources, training, and people programs. Mechanisms may consist of periodically administered checklists, quality control reviews, internal audits, functional inspections, management information systems, numerical summaries, analysis programs, etc.

2.5.2. Weapons Safety Inspection (WSI). A WSI may be conducted as a subset of an ORI, CI, or NSI. Assess how the organization adheres to safety guidelines and procedures to include Occupational Safety and Health Administration (OSHA) and explosives safety standards (AFMAN 91-201, *Explosives Safety Standards* and AFI 91-202*, The US Air Force Mishap Prevention Program*).

2.5.2.1. Inspect a statistically valid sampling of Air Force munitions/weapons facilities (e.g., storage, maintenance, flightline) and work areas. As a minimum include: Program Management (evaluate effectiveness and completeness of unit inspection documentation, staff training, commander involvement with risk assessment, security, safety violations and projected corrective actions), Task Proficiency (evaluate technical operations based on unit mission requirements, Explosive Ordnance Disposal (EOD) taskings, and support functions as applicable), and Explosive Safety (review explosive safety site plans to ensure explosives storage and maintenance facilities are properly sited; review waivers exemptions, and deviations IAW AFMAN 91-201).

2.5.3. Federal Recognition Inspection (FRI). The gaining MAJCOM must make a federal recognition inspection of a state unit when the unit is being considered for federal recognition or when asked to do so by the National Guard Bureau (NGB). Conduct the FRI according to ANGI 90-201, Chapter 5. A FRI of a detachment is not needed if the parent unit is federally recognized. The FRI should include the unit and the detachment, if the detachment is part of a state unit to be federally recognized. As soon as a satisfactory FRI is complete on a unit, the gaining command assumes the responsibility assigned in AFI 10-301, *Responsibilities of the Air Reserve Component (ARC) Forces.*

2.5.4. (Added-USAFE) The IG and Wing Exercise Evaluation Teams (EET) will plan and execute all Full Spectrum Threat Response evaluations in accordance with **Attachment 9 (Added)**.

2.5.5. (Added-USAFE) EURO FLASH. The IG will plan and execute command-wide no-notice force protection exercises known as EURO FLASH (EF). The IG will evaluate all force protection functions and the unit's ability to respond. Execution could, but not necessarily, coincide with FSTR scenarios in accordance with **Attachment 9 (Added)**.

2.5.5.1. (Added-USAFE) There are no standing simulations or deviations. However, the IG Team Chief at individual locations may authorize simulations or deviations once capability and sustainability are demonstrated. Simulations may be granted for any action necessary to accomplish actual operational missions. ***EXAMPLE****:* Ensure crew rest for alert force. Simulations will be considered for implementation of Force Protection Condition (FPCON) Charlie entry procedures at installation gates for extended periods of time. Deviations will be considered for safety, cost, Ministry of Defense (MOD) requirements, etc. ***EXAMPLE***: Purchase of additional barriers.

2.6. Inspection Scoring and Reporting . For ORIs, UCIs, and NORIs, use the following guidelines for scoring and reporting inspection performance:

2.6.1. Findings. All findings will be tracked until closed out and will be assigned a cause code (see para. **2.6.3.** below). In addition, assign one of the following deficiency levels to each finding:

2.6.1.1. Critical Deficiency. Any deficiency resulting in an "Unsatisfactory" or "Not in Compliance" rating for the specific area and could result in an overall unit "Marginal," "Unsatisfactory," or "Not in Compliance" rating (for NSIs, see **3.5.1.2.1.1.** for additional guidance).

2.6.1.2. Major Deficiency. Any deficiency that requires immediate, answerable action by the unit or higher agency to prevent an unsafe or insecure environment. The deficiency may cause a unit to be rated "Unsatisfactory" or "Not in Compliance" in one or more inspection areas (for NSIs, see **3.5.1.2.1.2.** for additional guidance).

2.6.1.3. Minor Deficiency. Any deficiency that does not meet the definition of a critical or major deficiency.

2.6.1.4. (Added-USAFE) Repeat Deficiency. Any deficiency identified in the unit's prior inspection report.

2.6.2. Recommended Improvement Area (RIA). An identified process, product, or capability which could be improved by a suggested course of action. An RIA is not a finding.

2.6.3. Cause Codes. For SAF/IG data tracking purposes, all findings will be assigned a cause code in the inspection report. Only the primary contributing cause code will be assigned against the deficiency. Each cause code is listed as follows:

2.6.3.1. Oversight. Errors in leadership or supervision at any level.

2.6.3.2. Experience. Errors committed despite adequate training, oversight, and guidance.

2.6.3.3. Guidance. Inadequate, confusing, or specific written direction that is contradictory or prevents adequate accomplishment of the task.

2.6.3.4. Training. Individuals inadequately trained/prepared to accomplish the task.

2.6.3.5. Equipment. Support equipment unavailable, inadequate, or inoperable due to circumstances beyond the unit's control. Problems within the unit's control would fall under one of the other areas.

2.6.3.6. Manpower. Personnel resources not available to accomplish task or mission needs.

2.6.3.7. Safety. Operations not conducted in a safe and efficient manner.

2.6.3.8. Security. Resources not properly protected in relation to the threat.

2.6.3.9. Other. Isolated events involving deficient actions of individuals not attributable to any of the previous causes.

2.6.4. Tenant-host base findings. When a tenant-unit MAJCOM IG identifies and assigns a finding against a host-base function performed by another MAJCOM, the tenant-unit MAJCOM IG will be responsible for notifying the host-unit MAJCOM IG of the finding. This will be accomplished via a separate memo with courtesy copy to both the tenant and host base units. Once notified, the host MAJCOM IG will be responsible for status tracking and notifying the tenant-unit MAJCOM IG when corrective action is complete/finding resolved. (See para **3.8.** for reporting, tracking and closure reporting of DTRA-identified Joint NSI findings).

2.6.5. (Added-USAFE) When the same deficiency occurs at multiple installations within the command or when an outside staff agency has responsibility for a deficiency, the IG Team Chief identifies the deficiency in the report and identifies the appropriate command directorate needed for assistance in resolution. These items are cross-referenced in an appropriate chapter to the unit report titled "Problems Requiring Outside Solution."

2.6.6. (Added-USAFE) Fraud, Waste, and Abuse (FWA) Item. If actual fraud is determined by appropriate authority, or if sufficient validated evidence indicates potential fraud, the finding is not included in the report. Instead, a memorandum of the inspection finding is prepared and forwarded to the team chief. The team chief furnishes the memorandum to the Office of Special Investigations (OSI) and the commander concerned. Inspection findings supported by sufficient validated evidence of (potential) waste or abuse are identified with the acronym "FWA" in parentheses and a final bullet stating: "This is a potential item under the Air Force Fraud, Waste, and Abuse Program."

2.7. Special Interest Item (SII) Program.

2.7.1. Purpose**.** Air Force-level SIIs provide a means to focus management attention, gather data, and/or evaluate the status of specific programs and conditions in the field. SIIs also provide feedback from the field that functional staffs use to enhance decision-making and policy adjustments.

2.7.1. (USAFE) The SII must contribute to USAFE mission readiness.

2.7.1.1. (Added-USAFE) Consider other means to emphasize a review of the process other than through an SII, i.e. messages to units, staff assistance visits, or a review of computer programs that could provide the same information. Do not use an SII to address ancillary administrative matters.

2.7.2. Responsibilities.

2.7.2.1. SAF/IGI: Manage the SII program, coordinate SII topic proposals, and obtain SAF/IG approval. Following approval, distribute to MAJCOM IGs and AFIA, correlate returned data, prepare SII reports (RCS: SAF-IG(AR)0008) as required, and forward these reports through SAF/IG to the sponsoring agency.

2.7.2.1. (USAFE) HQ USAFE/IGI serves as the focal point for all USAFE SII proposals.

2.7.2.2. SII Sponsors: Identify potential Air Force-wide SII topics and submit topic proposals to SAF/IGI (**mailto:safigi@pentagon.af.mil** or DSN 227-7050). Proposals may be submitted by sponsors at any level, however, MAJCOM or HQ DCS coordination is required prior to formal submission. See paragraph **2.7.3.** for SII format.

2.7.2.2. (USAFE) USAFE SII Approval Procedures. When a proposed SII is received, HQ USAFE/IGI will evaluate the SII to determine if it should be sent to the Secretary of the Air Force Inspector General Inspection Directorate (SAF/IGI) for Air Force-level implementation. Once reviewed, HQ USAFE/IGI will coordinate the SII package with all applicable HQ USAFE directorates. Following coordination, HQ USAFE/IGI will forward the SII package through Vice Commander (HQ USAFE/CV) for COMUSAFE approval. If approved, HQ USAFE/IG will send a notification message to applicable units and will post the SII on the HQ USAFE/IG Web Page.

2.7.2.3. MAJCOM/NGB IGs and AFIA: Ensure that MAJCOM-level SIIs do not conflict with Air Force-level SIIs. Upon request from SAF/IGI, provide feedback on the perceived value, need, and inspectability of SII topic proposals. In lieu of specific instructions to the contrary, comply with the following general guidance:

2.7.2.3.1. SII Inspections: MAJCOM IGs and AFIA should inspect all active SIIs during each formal inspection. However, do not inspect a unit more than once on any specific SII (unless the first inspection resulted in an UNSATISFACTORY rating on that specific SII). IG remarks are extremely important to the SII process and should be annotated IAW specific instructions attached to each SII.

2.7.2.3.2. SII Reports: MAJCOM IGs and AFIA will document the results of SII inspections as a separate section of the evaluation/inspection report or as a stand-alone report. MAJCOM IGs and AFIA will forward consolidated quarterly and final reports to SAF/IGI at **mailto:safigi@pentagon.af.mil**. These consolidated reports should include unit inspected, location, date of inspection, a copy of the inspection checklist results for each inspected unit, and an extract of the SII portion of each inspected unit's inspection report. SAF/IGI will then consolidate these MAJCOM inputs and forward to the SII Sponsor.

2.7.2.4. Wing/unit personnel: Obtain SII information via MAJCOM IG or SAF/IGI at DSN 227-7050, **http://www.ig.hq.af.mil/igi/index.htm**, or **mailto:safigi@pentagon.af.mil**, as needed. Wing/unit personnel are encouraged to use the SII inspection guide as part of an informal unit self-assessment (also see paragraph **2.5.1.**). There is no requirement for wing/unit personnel to forward the results of their self-assessment to higher headquarters.

2.7.3. Format. Upon request, SAF/IGI will provide potential sponsors with additional information on the purposes and uses of Air Force-level SIIs, an initial assessment of each topic proposal's applicability, and assistance crafting and coordinating the formal proposal. Submit SII topic proposals in the following format:

2.7.3.1. Subject and POCs. Specify the proposed title of the SII and include the name, rank, office, and DSN phone number for each of the SII's sponsors.

2.7.3.2. Purpose. Provide a clear, concise statement of the SII's goals and objectives.

2.7.3.3. SII Category. Identify the category requested (i.e., long-term or short-term). A long-term SII is normally active for one year (may be extended on a case-by-case basis). Long-term SIIs are used when an issue is pervasive and is of major importance Air Force-wide or when evaluating compliance in a specific area. A short-term SII is normally active less than one year. Short-term SIIs are used when an issue has a limited scope. In some cases, these issues may be analyzed from past inspection data or from results of a one-time survey or unit self-assessment. In the case of a one-time unit self-assessment, MAJCOM/FOA/DRU IGs should validate unit results during each inspection that occurs while the SII is active.

2.7.3.3. (USAFE) The period covered by USAFE SIIs will not exceed 12 months unless approved by the IG. Justification for SIIs longer than 12 months must accompany the SII proposal. The OPR will send extension requests for existing SIIs to the IG a minimum of 30 days prior to the quarter in which the SII expires.

2.7.3.4. Background and Rationale. Provide sufficient background information to give inspectors an insight into the problem and include the rationale (i.e., the reason the SII is needed) behind the SII.

2.7.3.5. Inspection Guidance. Identify a start date and end date to frame the time that the SII will be active. Specify grading criteria. Normally, a simplified grading scale (e.g., SATISFACTORY / UNSATISFACTORY) is appropriate. Include precise criteria inspectors will use to determine grades, based on the sponsor-provided inspection guide.

2.7.3.6. Reporting Guidance. SAF/IGI will establish the specific instructions for the MAJCOM/FOA/DRU IG SII reports.

2.7.3.7. Inspection Guide. Include a comprehensive inspection guide for units to apply in self-inspections and MAJCOM/FOA/DRU IGs to inspect the SII topic. This guide should include specific questions and procedures for evaluating the topic. Ensure that compliance-oriented questions are solidly grounded in specific regulatory guidance (e.g., DoDI, AFI, etc.) and include the applicable reference with each question.

2.8. Air Force Inspectors Course. SAF/IGI is responsible for the content of and conducting the Air Force Inspectors Course. The Inspectors Course provides the SAF/IG perspective on the MAJCOM IG inspection process. The course is designed primarily for newly-assigned MAJCOM IG team members,

but other MAJCOM-level inspectors and unit-level Exercise Evaluation Team (EET) members can attend on a space-available basis. Additional information regarding the Inspectors Course may be obtained at DSN 227-7050, **mailto:safigi@pentagon.af.mil**, or **http://www.ig.hq.af.mil/igi/index.htm**.

2.8.1. MAJCOMs are responsible for the content of and conducting MAJCOM-specific (or inspection-specific) training that addresses unique aspects of their mission, with an emphasis on safety. MAJCOM IG Team members should receive the Air Force Inspectors Course (and MAJCOM-specific training, if applicable) prior to conducting an inspection.

2.8.1. (USAFE) USAFE/IG Training. Standardized training on IG team procedures is required. HQ USAFE/IGI will arrange for Associate Inspectors (AI) to attend the USAFE/IG Inspector Course (as required).

2.9. Inspection Report Handling.

2.9.1. Classification. Inspectors must mark unclassified reports and portions of reports "For Official Use Only" (FOUO) if they contain FOUO information (AF Supplement to DOD Regulation 5400.7-R, *DOD Freedom of Information Act Program*). Mark reports containing classified information as prescribed by DOD Regulation 5200.1-R, *DOD Information Security Program*, and AFI 31-401, *Information Security Program Management*.

2.9.2. Releasability. Reports of inspection are privileged documents and the Air Force controls their distribution. The following statement must appear on the cover and in the body of each report: "This is a PRIVILEGED DOCUMENT that cannot be released in whole or part to persons or agencies outside the Department of Defense, nor can it be republished in whole or part in any publication not containing this statement, including Air Force/DOD magazines and general use pamphlets, without the express approval of the Director of SAF/IGI." Include similar statements on reports of inspections conducted jointly with inspection teams from DOD agencies.

2.9.2.1. Reports may be released in whole or part within DOD at MAJCOM/IG discretion. Summary inspection results may be released for inclusion in base and local newspapers. Contact SAF/IGI for approval to release reports in whole or part outside DOD.

2.9.2.2. MAJCOM IGs will maintain a record of official requests for inspection reports. All inspection reports marked " PRIVILEGED DOCUMENT " will be maintained IAW AFMAN 37-139, *Records Disposition Schedule*. Records should be destroyed IAW DOD Regulation 5400.7-R for FOUO material and IAW AFI 31-401 for classified material.

2.9.2.3. Commanders will ensure the privileged status of inspection reports is protected.

2.9.2.4. See paragraph **4.7.** for additional guidance concerning AFIA reports.

2.9.3. Distribution: Within two weeks of the completion of all inspection reports, send an electronic version to **mailto:safigi@pentagon.af.mil**. In cases where electronic distribution is inappropriate, mail a hard copy to SAF/IGI at 1140 Air Force Pentagon, Washington DC 20330-1140. Availability of reports on internet sites does not satisfy this requirement.

2.9.3. (USAFE) USAFE/IG reports will be available on the USAFE Inspector General web site. Instructions for obtaining access to reports will be located on this web site.

2.9.4. (Added-USAFE) Corrective Action Response:

2.9.4.1. (Added-USAFE) If the formal inspection report identifies a finding, the inspected unit will process a written reply for corrective action as follows:

2.9.4.1.1. (Added-USAFE) Submit a written reply (as directed in the inspection report) to HQ USAFE IGI , within 5 workdays after the formal inspection report is received. As a minimum, the initial response will be a receipt acknowledgement of the inspection report to begin tracking findings and suspense timelines.

2.9.4.1.2. (Added-USAFE) Process corrective action replies through command channels to HQ USAFE/IGI, with courtesy copies to appropriate staff directorates. HQ USAFE/IGI may request staff directorate guidance on findings that are unresolved or need further clarification.

2.9.4.1.3. (Added-USAFE) Identify all corrective action replies as initial, follow-up, or final. HQ USAFE/IGI will make final determination on closure of all findings.

2.9.4.1.4. (Added-USAFE) Submit follow-up reports every 30 calendar days until all findings are closed.

2.9.4.2. (Added-USAFE) The IG point-of-contact for inspection reports is the HQ USAFE/IGI. Reports are monitored for corrective action on all findings.

2.9.4.3. (Added-USAFE) HQ USAFE/IGI will assign a suspense tracking number to each finding.

2.9.4.4. (Added-USAFE) For findings taking more than 1 year to close USAFE Staff Directorate office of primary responsibility (OPR) will present status and progress of unit corrective action(s) to the HQ USAFE/IG.

2.10. Inspection Scheduling and Coordination.

2.10.1. Inspectors General will identify a trusted agent authorized to release close hold, no-notice inspection schedules to AFIA/CC. AFIA/CC publishes the combined inspection schedule quarterly. Personnel assigned to the SAF/IGI, AFIA, and AFSC/SEW staffs are designated as trusted agents. Trusted agents will not divulge information to unauthorized personnel. Commanders at all levels must ensure the integrity of the trusted agent system.

2.10.1. (USAFE) Trusted Agents. HQ USAFE/IG will designate individuals as trusted agents to handle and safeguard programming and planning information until released by the HQ USAFE/IG. Trusted agents will not divulge any information to unauthorized individuals. If a commander discovers an unauthorized disclosure, they will take immediate action to correct the problem and inform the respective IG that trusted agent information has been compromised. Mark all schedules and other inspection sensitive information with “TRUSTED AGENT INFORMATION”. Individuals designated as trusted agents will be responsible to the IG Team Chief.

2.10.2. MAJCOM IG teams coordinate with MAJCOM Gatekeepers, headquarters staffs, AFIA, and the Air Force Audit Agency (AFAA) to ensure staff assistance visits (SAVs), audit schedules, and topics do not duplicate or conflict with inspection schedules or topics. AFIA and AFAA will coordinate centrally directed audits and inspection topics to avoid duplication of effort. For ARC units, MAJCOM IGs will coordinate their inspection schedule, frequency, etc. with ARC IGs.

2.10.3. Commanders and staffs notify IG teams of schedule conflicts based on operational or exercise taskings.

2.10.4. Commanders ensure key management personnel are on duty and available to DOD IG, AFIA, or other established IG team inspectors.

2.11. Gatekeeper Functions.

2.11.1. SAF/IGI, MAJCOM, and NGB Gatekeepers monitor and deconflict, to the extent practical, the type and amount of evaluation activity in Air Force units.

2.11.2. SAF/IGI Gatekeeper Responsibilities. Serve as the Air Force focal point for notification of Air Force-level and non-Air Force evaluations and assist MAJCOM/NGB Gatekeepers in deconflicting schedules, as necessary. Relay visit notifications to appropriate MAJCOM/NGB Gatekeepers and publish AF Gatekeeper guidance.

2.11.3. MAJCOM and NGB Gatekeeper Responsibilities. Establish a Gatekeeper program.

2.11.3. (USAFE) USAFE Gatekeeper. The USAFE Gatekeeper is HQ USAFE/IGI, Unit 3050 Box 60, APO AE 09094-5060, Attention Gatekeeper, E-mail address: **mailto:usafeig.dmsv3@ramstein.af.mil**. HQ USAFE/IGI is responsible for submitting projected quarterly inspection activity to Air Force Inspection Agency (AFIA) for coordination.

2.11.3.1. Monitor all evaluation visits to installations to deconflict schedules and minimize impact on field units. MAJCOM Gatekeepers do not have authority to deny access to inspectors/auditors from agencies outside their MAJCOM. If attempts at deconfliction fail, SAF/IGI may assist with external deconfliction. Through authority delegated by the Director, Air National Guard, NGB IG is the OPR for deconflicting gaining-MAJCOM inspection activity with other ANG taskings.

2.11.3.1. (USAFE) HQ USAFE/IGI will relay visit notifications to appropriate wing Gatekeepers and national Ministry of Defense as appropriate.

2.11.3.2. Evaluate inspection visit requests to determine if visits are duplicative to on-going or recent efforts of other agencies.

2.11.4. (Added-USAFE) Wing Gatekeeper Responsibilities. The Wing Gatekeeper will serve as the wing focal point of contact for notification of wing and subordinate level evaluations and deconflict schedules to minimize impact on wing and subordinate level units. All units and staff agencies (as required) provide inputs of unit commitments and tasking to the IG. Wing Gatekeepers do not have authority to deny access to inspectors and auditors from agencies outside of the wing. If attempts at deconflicting fail, then HQ USAFE/IGI will assist with external deconfliction.

2.12. Best Practices. MAJCOM IGs and AFIA inspectors will record observed Best Practices as an unclassified addendum to all inspection reports. Best Practices are designated by the inspection team chief based on coordination with appropriate MAJCOM functional experts. Do not include the privileged document statement on these records, as they will be releasable both within and outside the Air Force unless otherwise directed. Upon validation, send Best Practices to Air Force Manpower and Innovation Agency (AMIA) IAW **Attachment 7**. The Air Force Best Practices Home Page is at **https://www.afmia.randolph.af.mil/mip/afbp/index.htm**.

2.13. (Added-USAFE) Inspection Planning Requirements. HQ USAFE/IG will identify the USAFE/IG Project Officer in the unit's inspection announcement message. Command units will provide the following information to the IG Project Officer upon notification of an inspection:

2.13.1. (Added-USAFE) Unit Project Officer, include name, rank, unit, and office symbol, e-mail address, DSN voice, and fax telephone numbers.

2.13.2. (Added-USAFE) Organizational structure charts showing the peacetime and wartime relationships between organizations and within the chain of command.

2.13.3. (Added-USAFE) Base telephone book, maps of base and local area, ground safety and driving fact sheet.

2.13.4. (Added-USAFE) Force structure to include number and type aircraft assigned (as applicable).

2.13.5. (Added-USAFE) Number of personnel assigned--officer, enlisted, and civilian (breakdown by group and by squadron).

2.13.6. (Added-USAFE) Key personnel listing including group and squadron. Show full name, rank, position, date assigned to position, and DSN telephone number. Include biographies for group commanders and above and the Command Chief Master Sergeant.

2.13.7. (Added-USAFE) For tenant units, include unit designator and address for host organization units providing host base support. If more than one unit provides host base support, give a detailed breakout of the type of support each unit provides.

2.13.8. (Added-USAFE) Unit designator and plain language address of the servicing communications center, and the name and telephone number of a point of contact at the unit. The inspected unit coordinates with the communications center to ensure the IG has message release and pick-up authority.

2.13.9. (Added-USAFE) Telephone numbers used for the IG Team Chief, team center, and IG information management during the team's visit.

2.13.10. (Added-USAFE) Information regarding any on-going test programs or special projects.

2.13.11. (Added-USAFE) Copy of Unit Committed Munitions List (if applicable).

2.13.12. (Added-USAFE) Copy of title or number index to all unit operating instructions and plans. Upon review, the HQ USAFE/IG may request a copy of particular publications to familiarize inspectors with unit procedures prior to start of inspection.

2.14. (Added-USAFE) Limiting Factors (LIMFAC). The unit will identify any known LIMFACs to the IG. When unit LIMFACs impact an area's mission, the IG will evaluate the area accordingly, unless, in the opinion of the IG Team Chief, extenuating circumstances exist. The IG Team Chief will explain the impact of LIMFACs on a unit's capability in the final report.

2.15. (Added-USAFE) Transportation. The unit POC should confirm exact vehicle requirements with the IG Project Officer as early as possible in the planning process. Maximum use of government vehicles is required. Identify and mark adequate reserved parking spaces adjacent to the IG work center, unit headquarters, group, squadron, maintenance buildings, and other IG support facilities as required. Units will ensure the following are available for each IG team vehicle:

2.15.1. (Added-USAFE) IG Team placard in window.

2.15.2. (Added-USAFE) Local area, base, and flightline maps with key facilities and driving restrictions and/or procedures annotated.

2.15.3. (Added-USAFE) Authorization to drive on flightline, if applicable.

2.15.4. (Added-USAFE) Accident information (duty and after duty hours phone numbers).

2.15.5. (Added-USAFE) Phone number to call if vehicle problems develop.

2.15.6. (Added-USAFE) Gas pump hours, location, and access to gas pump key (authorized GOV).

2.15.7. (Added-USAFE) Ice scrapers during cold weather (if unit provided).

2.15.8. (Added-USAFE) Units coordinate or arrange fuels support for IG vehicles during the inspection with the IG Project Officer.

2.16. (Added-USAFE) IG Team Center. Inspected units will provide facilities for an operational team center. The unit will coordinate requirements with the IG project officer.

2.16.1. (Added-USAFE) Provide multi-channel ultra-high frequency (UHF) and very-high frequency (VHF) radios for each land mobile radio (LMR) net used by inspected base agencies. Include a copy of all call signs associated with the LMR network. The size and composition of the inspection team determines the total number of LMRs. The IG project officer will identify requirements to the inspected unit during the coordination process.

2.17. (Added-USAFE) Message Traffic:

2.17.1. (Added-USAFE) The USAFE Command Center will provide HQ USAFE/IG "AZIMUTH STAR" Emergency Action Message (EAM) support as directed in United States European Command (USEUCOM), Emergency Action Procedures, Volume I, dated 01 May 2002 (Classified).

2.17.2. (Added-USAFE) Inspector General, Operations (HQ USAFE/IGO) will submit EAM requests to the Air Forces Europe Command and Control Division (AFEUR/A31) in writing approximately 30 days prior to the start of an evaluation.

2.17.3. (Added-USAFE) Short-notice EAM support. Inspectors may communicate directly with the USAFE Command Center for short-notice changes to the inspection message schedule.

2.17.4. (Added-USAFE) The unit will prepare all other messages and communications required by the inspection.

2.18. (Added-USAFE) Message Preparation and Handling:

2.18.1. (Added-USAFE) Inspected units will deliver all exercise record messages to the area IG inspector. "EXERCISE" and the name of the exercise must clearly appear above the message ID (MSGID) line. The exercise name must precede and follow the message text. All messages must be in US message text format (USMTF).

2.18.2. (Added-USAFE) Inspected units will not transmit inspection-related exercise message traffic off base unless prior coordination is made with the IG Team Chief. The simulated time of transmission will be the time the message traffic is provided to the appropriate inspector.

2.19. (Added-USAFE) Notification Responsibilities:

2.19.1. (Added-USAFE) HQ USAFE/IGI will publish a consolidated inspection schedule (except no notice) a minimum of 6 months out, forecasting at least 12 months of inspection activity. The schedule will be posted on the USAFE/IG web page.

2.19.2. (Added-USAFE) HQ USAFE/IG will prepare and send an "Inspection Announcement" message or letter for all HQ USAFE/IG inspections. Units are vulnerable to limited or no-notice inspec-

tions. For Limited Notice inspections, notification will be by message 72 hours prior to the start of the inspection.

2.19.3. (Added-USAFE) When the inspected unit is a tenant, the message will also be addressed to the host unit to delineate the evaluated host base support areas.

2.20. (Added-USAFE) Inspection Failures:

2.20.1. (Added-USAFE) A re-inspection of a unit will be at COMUSAFE discretion. For NSI/JSSI failure see AFI 90-201, **Chapter 3**.

2.20.2. (Added-USAFE) HQ USAFE/IG may re-inspect areas with overall MARGINAL or UNSATISFACTORY ratings no earlier than 90 days, but not later than 1 year, following the initial inspection. The re-inspection should not be conducted before the HQ USAFE staff replies to the unit's corrective actions and has concurred the problem areas are fixed. For NSI/JSSI, comply with AFI 90-201, **Chapter 3**).

2.20.2.1. (Added-USAFE) HQ USAFE/IG may accomplish a limited re-inspection for areas rated overall Satisfactory with serious deficiencies in significant program elements or functions regardless of grades. The decision to conduct the re-inspection and the scope will be determined by the IG, coordinated with the appropriate HQ USAFE staff agency and approved by the USAFE/CV.

2.20.3. (Added-USAFE) Depending on initial evaluation results, a unit's re-inspection may or may not be limited in scope by evaluating only those findings causing the failure (e.g. limited ORI (LORI)). Re-inspected areas can receive a rating no higher than Satisfactory.

2.21. (Added-USAFE) Exemptions. To become exempt from any type of an inspection, units should process waiver requests through their respective NAF and HQ USAFE functional staff for action and subsequent coordination with HQ USAFE/IG. The Commander Numbered Air Force (NAF/CC) is the authority for their respective gained units. The USAFE/CV is the final approval authority for UCIs and ORIs. NSI/JSSI exemptions require out-of-command approval. Although not all inclusive, consider the following circumstances for requesting exemptions:

2.21.1. (Added-USAFE) A unit undergoing a HHQ-directed reorganization.

2.21.2. (Added-USAFE) A major unit mission change (e.g. nuclear to conventional).

2.21.3. (Added-USAFE) Real-world contingency deployments or commitments.

2.21.4. (Added-USAFE) Weapon system modification or conversion requiring extensive training of personnel and/or modifying maintenance procedures.

2.21.5. (Added-USAFE) Other circumstances that may affect a unit's capability to fully perform its mission.

2.22. (Added-USAFE) Multimedia Support. Inspected units will develop a letter (as required) for use by inspectors, allowing them to take photos/video on the installation. Munitions Support Squadrons (MUNSS) will coordinate photo/video authorization for inspectors with the host nation. Unit photos/video will be used for the out-brief presentation.

2.22.1. (Added-USAFE) Requirements. Inspected wings may be tasked to provide multimedia inspection support in accordance with **Attachment 12 (Added)**.

2.23. (Added-USAFE) Observers. Commanders of units being inspected, in coordination with the IG Team Chief, must approve all inspection observers. Upon initial unit commander approval, the requesting

unit forwards the request to HQ USAFE/IG, to gain final observer coordination. The message identifies observers by rank, name, base assigned, and functional area. Observers are responsible for arranging their own billeting, transportation support, Entry Authorization List (EAL), and site authorization. The inspected unit provides observers with identifying badges (not yellow). Prior to inspection start, observers receive a ground rules briefing by the IG Team Chief or designated representative.

2.23.1. (Added-USAFE) The objective of having observers present during an inspection is to provide individuals in leadership positions a perspective on the general conduct and flow of the inspection. It is not a tool to gain insight into a specific inspector's approach or focus. Observers must not interfere with the conduct of any portion of the inspection. Observers will be directed to depart if conflict arises.

2.24. (Added-USAFE) Public Affairs. Some information pertaining to inspections may be included in base newspapers or other internal information channels, unless information is classified or identifies unit vulnerabilities and is in accordance with AFI 35-101, *Public Affairs Policies and Procedures*. For ORIs, commanders of inspected units may authorize the publication of five-tier ratings of major evaluated areas in public access media to include the base paper. Five-tier ratings are defined as outstanding, excellent, satisfactory, marginal, and unsatisfactory. Major evaluated areas are defined as Intitial Response, Employment, Mission Support and Ability to Survive and Operate. Public release of sub-area ratings or any other data is prohibited. Report findings and excerpts may be disclosed in non-public access publications designed to officially disseminate the results within the command. Commanders will ensure all personnel safeguard the privileged nature of inspection reports. For Nuclear Surety Inspections and Defense Nuclear Agency Inspections, no public or non-public release of scores or data is authorized beyond that required by this regulation.

2.25. (Added-USAFE) Associate Inspectors (AI). HQ USAFE directorates, NAFs, and wings will identify personnel to assist in inspections when requested. HQ USAFE/IG will provide temporary duty (TDY) funds for AIs.

2.25.1. (Added-USAFE) Qualifications. Associate Inspectors are held to the same standards as the team they are augmenting and must meet the following requirements:

2.25.1.1. (Added-USAFE) Associate Inspectors should be a master sergeant or above; other ranks and civilians will be considered on a case-by-case basis.

2.25.1.2. (Added-USAFE) Secret clearance as a minimum, or as appropriate for the functional area.

2.25.1.3. (Added-USAFE) No Unfavorable Information File (UIF) established or pending.

2.25.1.4. (Added-USAFE) A recognized functional expert by superiors.

2.25.1.5. (Added-USAFE) Demonstrates exceptional interpersonal skills.

Chapter 3

AIR FORCE NUCLEAR SURETY INSPECTION (NSI) PROGRAM

3.1. NSI Program Guidance. When inspecting a nuclear-capable unit, inspection teams follow the inspection procedures in this instruction, in addition to guidance contained in TO 11N-25-1, *Department of Defense Nuclear Weapons Technical Inspection System*. Each unit's management of nuclear resources will be evaluated against approved safety, security, and reliability standards.

3.1. (USAFE) The Inspector General (HQ USAFE/IG) evaluates all US Units and Host Nation Strike Units with a nuclear capability.

3.1.1. Final ratings will be based on the guidance in TO 11N-25-1, paragraph 3-1.

3.1.2. Evaluate logistics airlift units with nuclear weapons transport missions by observing loading, transporting, unloading, and custody transfer procedures of representative types of weapons. The team should conduct the inspection (other than an Initial Nuclear Surety Inspection) during missions involving war reserve (WR) weapons when available. The inspection team will not require the unit to perform additional weapon handling operations if a WR mission is evaluated and rated at least "Satisfactory."

3.1.3. During an inspection, do not use an inspector as part of a unit's Two-Person Concept team (see AFI 91-104, *Nuclear Surety Tamper Control and Detection Programs*). During airlift missions and when unescorted entry to restricted areas is authorized, two properly cleared inspectors certified under the Personnel Reliability Program (PRP) may form their own Two-Person Concept team.

3.1.4. Whenever possible, evaluate a unit's technical proficiency by using WR weapons that are due (at the time of the inspection) for normal maintenance, loading, unloading, or logistics movement. Training weapons or weapon system simulators will be used for inspections when WR assets are not available, when WR weapons are specifically forbidden by Weapon System Safety Rules, DOD, CJCS, or MAJCOM directives, or when reinspection is required following unit decertification. In cases where training weapons or weapon system simulators are used for inspection purposes, they will be treated as WR while under evaluation.

3.1.5. Include in the NSI report all deficiencies that directly affect the safety, security, or reliability of a nuclear weapon or nuclear weapon system.

3.2. Initial Nuclear Surety Inspection (INSI). The INSI is designed to evaluate a unit's readiness to assume or resume a nuclear mission, to evaluate and certify new or significantly modified maintenance and storage facilities (determined by MAJCOM/SEW in coordination with AFSC/SEW), or to evaluate a unit's readiness following significant changes to weapons systems or portions thereof (determined by MAJCOM/SEW in coordination with AFSC/SEW), (see **Attachment 2**). Intrusion Detection Systems (IDS) will be certified in accordance with the AF Supplement to DOD C-5210.41M, *Nuclear Weapon Security Manual*. MAJCOMs determine who, within the MAJCOM staff organization (SF or IG), performs recertification tests required by DOD 5210.41M. In addition to coordination through security forces channels, IDS INSI will be coordinated with AFSC/SEW by the MAJCOM. Use training weapons to conduct an INSI before WR weapons are placed at the unit or facility. In coordination with AFSC/SEW, MAJCOMs will determine if an INSI is required. An INSI will be rated "Ready" or "Not Ready."

3.2.1. The inspection team evaluates a unit's capability to safely and reliably receive, store, transport, secure, maintain, load, mate, lock/unlock, and render safe nuclear weapons or reentry systems. Aircrews, command post controllers, release teams, and missile launch crews must demonstrate their knowledge of weapon acceptance procedures, nuclear weapon system safety rules, and nuclear weapon control order handling and authentication procedures. The inspection team also examines plans and resources for implementing an advanced readiness posture.

3.2.2. Explosive ordnance disposal (EOD) teams and nuclear logistics airlift units must receive an INSI "Ready" rating before being considered capable of supporting a nuclear mission.

3.2.3. Phased INSIs may be conducted for large-scale, time-consuming efforts. If phased INSIs are conducted, the responsible MAJCOM prepares an inspection plan to make sure all required areas are initially inspected and sends it to HQ AFSC/SEW for approval. A "Ready" rating must be achieved for the phase of the INSI under evaluation before evaluating the next phase. All phases must be rated "Ready" prior to assuming nuclear operations. If a phased INSI is conducted and each phase is rated "Ready," the required maximum 18-month period between NSIs starts on the completion date of the first phase.

3.2.4. (Added-USAFE) Initial Nuclear Surety Inspection (INSI) Scheduling. Units will request inspection dates through the appropriate NAF to the Weapons Safety Division (HQ USAFE/SEW) and HQ USAFE/IGI. All organizations planning to change use of, modify, or build new maintenance or storage facilities affecting nuclear weapons or surety will coordinate these actions through the wing weapons safety manager (WSM). After WSM review, coordinate package through the appropriate base agencies to determine if changes affect nuclear surety or operations prior to submitting to the installation commander for approval. Once installation commander's approval is obtained, forward the package via parent wing, (Munitions Support Squadron) and NAF to HQ USAFE/SEW, HQ USAFE/A4W, or Security Force Operations Division (HQ USAFE/SFO), as appropriate, to determine if changes or new construction require an INSI.

3.3. Nuclear Surety Inspection (NSI). The NSI is designed to evaluate a unit's capability to manage nuclear resources while complying with all nuclear surety standards (see applicable areas listed in paragraph **3.5.2.**). An NSI may be combined with other MAJCOM inspections to reduce the number of unit inspections. Where two or more MAJCOMs share nuclear surety responsibilities at one base, multi-MAJCOM NSIs (MMNSI) are encouraged to ensure host-tenant responsibilities are fully assessed and properly integrated. Either the host or tenant MAJCOM may perform these inspections with the concurrence of, and augmentation from, the other MAJCOM.

3.3.1. Frequency of MAJCOM NSIs.

3.3.1.1. Conduct an NSI of each nuclear-capable unit at least every 18 months. Complete all inspection requirements within 18 months after completing the last NSI. Complete all phases within a 120-calendar-day period. Provide the NSI rating when all phases are completed.

3.3.1.1.1. If a unit does not meet the 18-month inspection requirement and is not granted a waiver, they will be decertified. MAJCOM commanders will ensure nuclear weapons are maintained in a safe, secure, and reliable environment until the unit is recertified. Recertification will be accomplished by conducting an INSI.

3.3.1.1.2. Units may be selected at the discretion of the MAJCOM IG to receive a minimum-notice inspection that will key on a unit's ability to perform its nuclear surety mission.

Notice will be sent by message to units with information copies to SAF/IGI, HQ AFSC/SEW, HQ USAF/SEI, HQ USAF/XON, and HQ USAF/ILM.

3.3.1.1.3. (Added-USAFE) The Joint Safety and Security Inspection (JSSI) are normally conducted in conjunction with NSIs for both United States and Host Nation and is not to exceed 18 months from completion of the last successful JSSI.

3.3.1.2. Conduct a follow-up NSI 90 to 180 calendar days after a new unit successfully completes an INSI and receives nuclear weapons. EOD teams, nuclear airlift units, and certification of new or modified facilities do not require this follow-up NSI.

3.4. Limited Nuclear Surety Inspection (LNSI). The LNSI is limited in scope and does not evaluate all NSI areas applicable to the unit. It is conducted for a variety of reasons and does not alter the 18-month NSI requirement.

3.4.1. MAJCOMs conduct LNSIs to:

3.4.1.1. Inspect one or more areas designated by the MAJCOM CC or IG.

3.4.1.2. Reinspect a unit in any area that was rated "Unsatisfactory" during an NSI. Note: The rating for a re-inspected area cannot exceed "Satisfactory."

3.4.1.3. Contingency Nuclear Mission Units. Certify a unit with a nuclear contingency mission before deployment IAW **Attachment 2**.

3.5. Nuclear Inspection Criteria and Areas. Nuclear inspection criteria and areas are designed to address all functional areas or operations related to the unit's nuclear mission. During LNSIs and INSIs, selected areas may be inspected.

3.5.1. Pass/Fail Criteria. Consider carefully all NSI pass/fail criteria when assessing any deficiency (see TO 11N-25-1, Section 3).

3.5.1.1. Areas rated "Unsatisfactory" under pass/fail criteria may be reinspected prior to inspection team departure. If the area is not reinspected to at least a "Marginal" level, the inspected unit must discontinue that portion of the operation until reinspected or corrective measures are implemented and approved by the MAJCOM commander pending reinspection.

3.5.1.1. (USAFE) For units rated "Unsatisfactory" and not re-inspected on the spot to at least a "Marginal," the HQ USAFE staff and NAF staff will ensure weapons are maintained in a safe and secure environment until Critical Deficiencies are resolved. The HQ USAFE staff, in coordination with COMUSAFE, will limit unit operations as deemed necessary based on the area and nature of critical deficiencies. Limitations are only removed after the unit demonstrates the capability to provide safe, secure, and reliable weapons with successful completion of a follow-up NSI or Limited Nuclear Surety Inspection (LNSI). Key IG team members may remain temporarily on-site to monitor the "Unsatisfactory" area until relieved by HQ USAFE staff members.

3.5.1.1.1. (Added-USAFE) The following actions are required after discovering "Unsatisfactory" or potentially "Unsatisfactory" conditions:

3.5.1.1.1.1. (Added-USAFE) The Inspection Team Chief notifies the Directorate of Logistics (HQ USAFE/A4). In addition, the Inspection Team Chief will notify COMUSAFE and USAFE/CV. The Team Chief then provides a memorandum, classified if

required, to the unit commander stating the reason for the "Unsatisfactory" finding. This memorandum requires a written reply on corrective actions. The unit commander notifies the wing (MUNSS), NAF, and the appropriate HQ USAFE staff directorate and informs them of the "Unsatisfactory" finding. The unit commander provides a written reply to the Inspection Team Chief within 24 hours of receiving notification of condition, addressing corrective actions and or mitigating circumstances.

3.5.1.1.1.2. (Added-USAFE) . The Team Chief assesses the unit commander's written response and makes the final decision to withdraw the finding, decrease its severity or leave it at the critical level. The written response may lead the Team Chief to reclassify or reword the finding, identify an outside agency to be responsible, or determine if a more systemic problem exists.

3.5.1.2. Inspection Scoring and Reporting. Use the following guidelines for scoring and reporting NSI performance:

3.5.1.2.1. Findings. Assign one of the following deficiency levels to each finding:

3.5.1.2.1. (USAFE) Identify NSI and JSSI mission-impacting deficiencies as either Critical or Major. Include in all Critical and Major deficiencies a narrative root cause and narrative impact statement with respect to safety, security, or reliability of nuclear weapons and nuclear weapons systems.

3.5.1.2.1.1. Critical Deficiency. Any deficiency resulting in an "Unsatisfactory" rating for the specific area and could result in an overall unit "Satisfactory/Support Unsatisfactory" or "Unsatisfactory" rating as defined in TO 11N-25-1, Section 3.

3.5.1.2.1.2. Major Deficiency. A deficiency that requires immediate, answerable action by the unit or higher agency to prevent an unreliable weapon, or unsafe or insecure environment. The deficiency may cause a unit to be rated "Unsatisfactory" in one or more inspection areas not defined as critical under overall unit pass/fail criteria.

3.5.1.2.1.3. Minor Deficiency. Any deficiency that does not meet the definition of a critical or major deficiency.

3.5.1.2.2. Recommended Improvement Area. An identified process, product, or capability which could be improved by a suggested course of action. An RIA is not a finding.

3.5.1.2.3. (Added-USAFE) Additional Inspection Grading Criteria:

3.5.1.2.3.1. (Added-USAFE) Deficiencies. The presence of a "Major Deficiency" in a single area or sub-area precludes a rating higher than "Marginal" for that area or sub-area.

3.5.1.2.3.2. (Added-USAFE) The HQ USAFE/IG identifies deficiencies not affecting safety, security, or reliability of nuclear weapons in an attachment to the NSI/JSSI report. The identified items do not influence the NSI/JSSI ratings and the attachment will not contain ratings.

3.5.1.2.3.3. (Added-USAFE) Repeat Deficiencies. A deficiency is considered a "Repeat" when it is the same reported deficiency in the unit's prior inspection report.

3.5.1.3. Cause Codes. For SAF/IG and AFSC/SEW data tracking purposes, all findings will be assigned a cause code in the inspection report. Only the primary contributing cause code will be assigned against the deficiency. Each cause code is listed as follows:

3.5.1.3.1. Oversight. Errors in leadership or supervision at any level.

3.5.1.3.2. Experience. Errors committed despite adequate training, oversight, and guidance.

3.5.1.3.3. Guidance. Inadequate, confusing, or specific written direction that is contradictory or prevents adequate accomplishment of the task.

3.5.1.3.4. Training. Individuals inadequately trained/prepared to accomplish the task.

3.5.1.3.5. Equipment. Support equipment unavailable, inadequate, or inoperable due to circumstances beyond the unit's control. Problems within the unit's control would fall under one of the other areas.

3.5.1.3.6. Other. Isolated events involving deficient actions of individuals not attributable to any of the previous causes.

3.5.2. Nuclear Inspection Areas. An "Unsatisfactory" rating in one of the following areas does not automatically result in an overall unit rating of "Unsatisfactory" unless it violates the pass/fail criteria. To provide a single source of consolidated inspection guidance, this paragraph combines USAF inspection requirements with DOD guidance extracted from TO 11N-25-1. An annotation [USAF] is included at the end of each subparagraph containing DOD guidance which has been amplified or modified to meet specific USAF requirements.

3.5.2.1. MANAGEMENT AND ADMINISTRATION.

3.5.2.1.1. Management. Evaluate leadership, guidance, communication, and attitude of unit commander and key supervisors. Determine whether deficiencies are the result of individual error or reflect management or supervisory shortcomings. [USAF]

3.5.2.1.2. Administration. Evaluate:

3.5.2.1.2.1. Required up-to-date directives and technical publications applicable to the scope of the NSI in accordance with this manual. A check shall be made to ensure that changes are being received and posted, and the unit is not in receipt of unauthorized publications pertaining to nuclear weapons.

3.5.2.1.2.2. Unit Standard Operating Procedures/Plans/Instructions implementing DOD and USAF requirements in the areas of security, safety, nuclear accident/incident response, non-violent disablement, emergency evacuation, supply support, and logistic movement, as required.

3.5.2.1.2.3. An organizational listing of personnel assigned nuclear weapons duties, including security forces. This listing will be used in conjunction with inspection of the unit to ensure that the unit can safely and securely carry out the assigned nuclear weapons mission.

3.5.2.1.2.4. The control and handling of classified plans, manuals, records, reports, and components directly associated with the scope of the NSI, to include verifiable control procedures (VCP) for permissive action link and other designated coding equipment.

3.5.2.1.2.5. Required records properly maintained and evidence of timely submission of reports pertaining to nuclear weapons.

3.5.2.1.2.6. Accountability and/or custody records, to include courier receipts, shipping documents and records of audit. Designation in writing of accountable and/or custodial officers and verifying officers. Stockpile reporting to include Weapon Status Reports (WSRs), Semi-annual Inventory Reports (SIRs), etc.

3.5.2.1.2.7. Existing host-tenant agreements to determine their adequacy and to ensure they support the efficient execution of the unit's nuclear weapons mission, including the Munitions Support Squadron (MUNSS) liaison officer. [USAF]

3.5.2.1.2.8. Unit training to be based upon the performance of the unit in the areas of technical operations, storage, maintenance, safety, security, and logistic movement. If deficiencies exist, a detailed inspection may be made to determine the extent to which training contributes to the deficiency(ies). This inspection point shall not be construed as a requirement for the generation of records not already required by pertinent Service or major command regulations.

3.5.2.1.2.9. Key and Lock Control to include designation in writing, key inventory, audit and transfer procedures, maintenance, and disposition.

3.5.2.1.2.10. Status of approved waivers, exemptions, deviations, and exceptions. [USAF]

3.5.2.1.2.11. Loading and management to include loading standardization, certification, training programs and schedules, adequacy of maintenance plans, and, for certain non-US delivery aircraft, status, certification procedures and records. [USAF]

3.5.2.1.2.12. Reentry system mating management to include standardization, training and certification programs, and maintenance plans as required. [USAF]

3.5.2.1.2.13. (Added-USAFE) Evaluate Strike and Prime Nuclear Airlift Force (PNAF) aircrew training related to nuclear operations.

3.5.2.1.2.14. (Added-USAFE) Evaluate munitions control and surety related quality assurance program elements.

3.5.2.2. TECHNICAL OPERATIONS. Evaluate each type of assigned weapon to assess safety, reliability and technical performance.

3.5.2.2. (USAFE) This area is divided into two-rated areas: Weapons Maintenance and Weapons Loading.

3.5.2.2.1. The unit or activity shall be prepared to demonstrate each technical operation required to accomplish its nuclear weapons mission. Table 2-3 of TO11N-25-1 lists areas subject to inspection during the technical operations portions of NSIs and shall be used by NSI teams to ensure sufficient functional area coverage of technical operations and the readiness of war reserve nuclear weapons. A limited number of operations specified in Table 2-3 may be omitted at the discretion of the team chief or chief inspector when essential; for example, due to operational requirements, area or facility limitations, or other managerial considerations. When units are unable to demonstrate areas to be inspected and operational commitments afford the opportunity, the unit to be inspected shall notify the inspecting organization of the problem or problems through the USAF organization responsible for scheduling the inspec-

tion. This notification will be made as soon as the problem is known to permit rescheduling of the inspection if necessary. A notation of the omission or omissions will be included in the inspection report.

3.5.2.2.2. Units having a multiple weapon capability may not be required to demonstrate a complete operation for each area listed in the tables if some of the operations are comparable.

3.5.2.2.3. If training weapons are used, operations must be performed in a safe and secure environment in the same manner as on war reserve weapons. Because of differences between some war reserve weapons and corresponding training items, units using training weapons during NSIs often must perform procedures not required with war reserve weapons. Inspectors must ensure deficiencies noted during the operations with training items would have occurred if the unit had been working with war reserve weapons. When a trainer is simulated to be war reserve, for the purpose of the inspection, it is war reserve. If the trainer does not meet war reserve standards and in fact is in reject condition, the inspected team shall so identify it; the inspector may then simulate that the deficiency has been corrected and the inspection may continue.

3.5.2.2.4. The operations shall be clearly divided between those conducted under peacetime conditions and those conducted under wartime conditions, and shall be organized so there will be no confusion on the part of the inspected unit when the transition from one phase to the other occurs.

3.5.2.2.5. Certain operations listed individually in Table 2-3 of TO 11N-25-1 may be combined with or be an integral part of other operations. For example, receipt inspections or verification inspections do not always require starting from or ending with a specific configuration. Inspectors approve the starting/ending configuration before the task starts.

3.5.2.2.6. Loading and Mating. Evaluate:

3.5.2.2.6.1. Ability to safely and reliably load aircraft, to include loading and mating, weapons transfer, upload operations, post upload procedures, trailer to weapons mate (if certified) and single weapon exchange. [USAF]

3.5.2.2.6.2. Weapon release system. For custodial units supporting non-US delivery organizations, include the US technical load monitor activity. [USAF]

3.5.2.2.6.3. (Added-USAFE) Weapons Loading. Evaluate a maximum of 50 percent of unit nuclear-certified load crews. Additionally, a maximum of 25 percent of qualified load crews will demonstrate capability to perform aircraft certification or nuclear weapons checks. Evaluate armament systems section on the ability to provide safe and reliable weapons release systems. Task a maximum of 25 percent of the unit's primary assigned aircraft for evaluation. Evaluate failures by reviewing the weapons release pass rate and maintenance history for the aircraft in question. If aircraft fails reliability check after download, it will indicate mission failure. Use this information to determine the rating. Include the MUNSS load monitor program as specified in ACO Directive 75-5, Training in Nuclear Weapons Loading, in this area.

3.5.2.2.7. Reentry System Mating in Intercontinental Ballistic Missile Units. Evaluate team adherence to technical data and overall safety and reliability of each assigned weapon system type. [USAF]

3.5.2.3. TOOLS, TEST, TIEDOWN AND HANDLING EQUIPMENT. Tools, test, tiedown, and handling equipment shall be inspected for adequacy, condition, nuclear certification, proper marking, calibration status, and load test, as applicable. [USAF]

3.5.2.4. STORAGE AND MAINTENANCE FACILITIES AND CONDITIONS OF STOCKPILE. The following areas will be inspected.

3.5.2.4. (USAFE) This area is divided into two rated sub areas: Condition of stockpile and Storage and maintenance facilities. Condition of stockpile will include AFI 90-201 paragraph **3.5.2.4.1.** thru **3.5.2.4.7.** Storage and maintenance facilities will include paragraph **3.5.2.4.8.** thru **3.5.2.4.17.**

3.5.2.4.1. Examine at least 50 percent of the assets in igloo storage and at least 25 percent of assets in weapon storage vaults. Conduct spot inspections of weapons coded for retirement to ensure they are stored in a safe condition and are properly identified as being retired assets. [USAF]

3.5.2.4.2. Weapons, Components, and Ancillary Equipment out of Containers. Inspection shall consist of questioning personnel and examining items in storage. Items shall not be moved or disassembled for the inspection except to the extent allowed for authorized maintenance.

3.5.2.4.3. Weapons, Components, and Ancillary Equipment in Containers. Containers shall not be opened for the purpose of the inspection; however, when the state of maintenance of items or the condition or accuracy of records is suspect, the container shall be opened and a visual inspection of the item and records made. The determination to open containers shall be made by the team chief/senior technical inspector. The opening and resealing of containers must be within the inspected unit's capability or assistance must be requested from a support unit that has the capability. All seals shall be properly replaced if containers are opened. Condition and marking of containers shall be inspected whether or not they are opened.

3.5.2.4.4. Weapons stored in a weapon storage and security system. The vault shall be opened to allow a full inspection of the weapons.

3.5.2.4.4. (USAFE) Evaluate weapons storage and security system (WS3) code module control, storage, and handling, as applicable. Keep weapons storage vault openings to a minimum. Consolidate and perform all inspection requirements during vault openings for maintenance activities when available.

3.5.2.4.5. Records associated with weapons, components, and ancillary equipment maintained by the inspected unit.

3.5.2.4.6. Compatibility of items stored or maintained.

3.5.2.4.7. Observance of explosives and active material limits of items during storage, maintenance, and transportation. [USAF]

3.5.2.4.8. Adequacy of interior lighting.

3.5.2.4.9. Adequacy of storage and maintenance structures.

3.5.2.4.10. Condition of storage and maintenance structures and loading or launch facilities. [USAF]

3.5.2.4.11. Roads in storage areas and between storage and loading or missile launch areas. [USAF]

3.5.2.4.12. Ground support equipment. [USAF]

3.5.2.4.13. Communications-computer systems. [USAF]

3.5.2.4.14. Utilities. [USAF]

3.5.2.4.15. Number and type of safety and explosive exceptions, waivers/deviations approved, and actions taken to eliminate conditions requiring exceptions or waivers/deviations.

3.5.2.4.16. Nuclear certified hoists that are an integral part of the facility. Critical deficiencies include using lifting, handling, or tiedown equipment which is unserviceable, unauthorized, or has not received mandatory load testing or safety related inspections. [USAF]

3.5.2.4.17. Lightning protection system, records, and demonstration of required system tests.

3.5.2.5. SECURITY. The inspection shall be conducted to ensure that the nuclear security program as detailed in DOD C-5210.41M (as supplemented) and other required security/custody standards for protecting WR weapons and weapon systems, is being met by the wing/installation and/or unit. The following areas shall be examined for compliance and performance IAW applicable DOD, Joint, Air Force, and MAJCOM directives. While a number of the following items are applicable to multiple aspects of the SECURITY major graded area and will be evaluated throughout the full spectrum of the nuclear security program, they are only listed once for brevity. [USAF]

3.5.2.5. (USAFE) For United States MUNSS, title this area “CUSTODY”.

3.5.2.5.1. Detection.

3.5.2.5.1.1. Escort procedures.

3.5.2.5.1.2. Protective lighting.

3.5.2.5.1.3. Package, material, and vehicle control.

3.5.2.5.1.4. Intrusion detection systems.

3.5.2.5.1.5. Clear zones, to include adequacy with respect to vegetation and terrain features.

3.5.2.5.1.6. Military working dog teams as applicable. [USAF]

3.5.2.5.1.7. Warning signs (multilingual, as appropriate).

3.5.2.5.1.8. Emergency power source and procedures.

3.5.2.5.1.9. Entry control rosters and procedures.

3.5.2.5.1.10. Controlled badge system or other access control/badging systems and centers (e.g., the KCCC for missile fields), as applicable.

3.5.2.5.1.11. Two-Person Concept rule application.

3.5.2.5.2. Delay.

3.5.2.5.2.1. Physical security barriers/facilities.

3.5.2.5.2.2. Key and lock control and use.

3.5.2.5.2.3. Condition and placement of barrier systems (e.g., modular blocks, anti-vehicle devices, obscuration/line of sight barriers, etc.). [USAF]

3.5.2.5.2.4. Condition of personnel access barriers (e.g., blast doors, LF personnel hatches, LF launch doors, vault doors, etc.). [USAF]

3.5.2.5.2.5. Procedures for securing site openings (e.g., blast doors and personnel hatches in the event of emergencies). [USAF]

3.5.2.5.2.6. Control of avenues of approach. [USAF]

3.5.2.5.3. Assessment.

3.5.2.5.3.1. Detection assessment systems (e.g., cameras and optical devices for security forces, including binoculars, night vision equipment, infrared devices, etc.). [USAF]

3.5.2.5.3.2. Primary and alternate armory operations. [USAF]

3.5.2.5.4. Communications.

3.5.2.5.4.1. Guard (security forces and security augmentees) communications. [USAF]

3.5.2.5.4.2. OPSEC/COMSEC/COMPUSEC. Evaluate wing/unit agencies (regardless of whether or not they are in direct support of nuclear operations) to ensure their communications do not disclose current or planned nuclear operations. [USAF]

3.5.2.5.4.3. Duress systems and procedures. [USAF]

3.5.2.5.5. Response and Denial.

3.5.2.5.5.1. Knowledge of required actions.

3.5.2.5.5.2. Quality of performance of required actions (i.e., response, tactics, blocking, and engagement).

3.5.2.5.5.3. Personnel properly equipped.

3.5.2.5.5.4. Emergencies. Evaluate security force reactions to unannounced alarm activations and/or timed responses. To the maximum extent possible, responses will be evaluated based on performance-related criteria. Unannounced alarms and response tests should be done throughout the inspection to cover all security shifts. A minimum of three unannounced tests will be conducted on electronic detection systems unless real world circumstances (e.g., increased force protection conditions based on local threat, hazardous weather such as lightning, etc.) prevent accomplishment: observation of real world unannounced alarm responses will fulfill this requirement. NOTE: These evaluations will be coordinated to ensure deconfliction with WR maintenance activities occurring within the WSA. The unannounced alarms are multipurpose: random tests of electronic detection systems, alarm monitoring assessment and dispatch, and tactical response by security teams. [USAF]

3.5.2.5.5.5. Evaluate the wing/unit's ability to meet initial response force requirements, as well as their ability to provide additional forces (i.e., backup force and augmentation force) as required in DOD, AF, MAJCOM, and local plans. This may be demonstrated in timed responses or exercise scenarios. [USAF]

3.5.2.5.5.6. Force-on-force training, back-up force, and augmentation force exercises. Major commands are encouraged to include force-on-force exercises in their scenarios using a method that evaluates the installation's effectiveness to neutralize adversary forces. Scenarios should test forces against an adversary group that replicates the nuclear postulated threat.

3.5.2.5.6. Plans/Instructions and Procedures.

3.5.2.5.6.1. Installation Security Plan/Instruction, nuclear area vulnerability assessments, and recapture/recovery plan.

3.5.2.5.6.2. Guard (security forces and security augmentees) orders. [USAF]

3.5.2.5.6.3. Standard Operating Procedures/Implementing Instructions.

3.5.2.5.6.4. Number and type of security deviations, adequacy of actions taken as compensatory measures, and actions taken to eliminate conditions requiring deviations.

3.5.2.5.7. Motor Vehicle Convoy Activities. [USAF]

3.5.2.5.7.1. Custodial/guard personal equipment and communications, guard orders, guard knowledge, and deployment of guard force.

3.5.2.5.7.2. Required number of vehicles, vehicle communications, and vehicle spacing, to include quantity-distance, safety, and security considerations.

3.5.2.5.7.3. Convoy preparations, briefings, sweeps, and posting. Pre-briefings at wing/unit level and work center levels.

3.5.2.6. SAFETY. The inspection shall be conducted to ensure the adequacy of the following:

3.5.2.6.1. Compliance with the Two-Person Concept.

3.5.2.6.2. Compliance with safety requirements/precautions specified in pertinent directives in the areas of weapons handling, assembly, maintenance, storage operations, logistic movements, explosive safety standards, explosives and active material limits, and weapons system safety rules. [USAF]

3.5.2.6.3. Nuclear Surety Program**.** Evaluate compliance, programs, and management per AFI 91-101, *Air Force Nuclear Weapons Surety Program*. [USAF]

3.5.2.6.4. General safety practices. [USAF]

3.5.2.6.5. Unit fire prevention program, practices, procedures, and the overall implementation thereof.

3.5.2.6.5. (USAFE) Evaluate the US fire fighting force to ensure adequate personnel are available, properly trained, and suitably equipped. Examine notification, alarm monitoring, plans and procedures. Ascertain availability and serviceability of fire-fighting equipment to support daily and contingency operations.

3.5.2.6.6. (Added-USAFE) At a MUNSS, evaluate parent wing weapons safety and nuclear surety program support as appropriate.

3.5.2.7. SUPPLY SUPPORT. The following shall be inspected only as they pertain to nuclear weapons, DOE-furnished components, and items required for maintenance, storage, and handling thereof.

3.5.2.7.1. The status of nuclear weapons associated equipment and authorized repair parts.

3.5.2.7.2. The adequacy of replacement procedures (requisitions and follow-up action).

3.5.2.7.3. The status of authorized and required items of equipment as reflected in the nuclear weapons systems allowance standards/unit spares authorization listing.

3.5.2.7.4. The supply management of nuclear ordnance; WR major assemblies; and related nuclear weapon material for positive accounting, custodial control, and status reporting. [USAF]

3.5.2.8. PERSONNEL RELIABILITY PROGRAM (PRP). Inspection will consist of a review of applicable records and questioning of personnel to ensure unit compliance with applicable DOD directives as implemented by USAF directives. Examine the following:

3.5.2.8.1. Procedures to include PRP screening, certification and decertification.

3.5.2.8.2. Appropriate documentation in medical and personnel records.

3.5.2.8.3. Investigative and security clearance requirements and documentation.

3.5.2.8.4. Knowledge and awareness of the reliability program by personnel in the program.

3.5.2.8.5. Overall effectiveness of the unit's implementation of the program to ensure no unqualified person is certified; non-certified individuals are prevented from performing tasks requiring certification; and commanders are kept informed of potentially disqualifying information. [USAF]

3.5.2.8.6. Evaluate units for spirit and intent as well as compliance. [USAF]

3.5.2.8.7. (Added-USAFE) Evaluate military personnel support to include Directorate of Personnel (HQ USAFE/A1) and Command Surgeon (HQ USAFE/SG), parent military treatment facility, base, and squadron level Personnel Reliability Program (PRP) monitors with respect to the quality of training, guidance, and information being provided to unit commanders, unit monitors, and base support agencies.

3.5.2.8.8. (Added-USAFE) The MUNSS PRP evaluation is a programmatic evaluation of PRP as it is managed as a squadron level program. Parent wing support will also be inspected. This programmatic evaluation will emphasize the administrative and professional support (medical, rehabilitative, counseling, etc.) provided by the unit's parent wing. Administrative management of PRP, will be evaluated, including assistance given to the unit commander and the PRP monitors, computer products, and Personnel Records. An evaluation of medical services will include screening of the entire health records group, IDMT PRP training, and PRP notification procedures. The unit's administration of PRP will be evaluated, including commander involvement, initial record screening, medical support, access denial procedures, decertification, monitoring, training, and overall PRP knowledge of assigned personnel.

3.5.2.9. LOGISTICS MOVEMENT. All units supporting or having responsibility for logistic movement of nuclear weapons are subject to NSIs.

3.5.2.9.1. Applicability. For an organization whose sole nuclear weapons responsibility is the transportation of nuclear weapons, only that capability is subject to inspection. For an organization whose sole nuclear weapons responsibility is in the area of providing support (direct or indirect), only those support functions are subject to inspection, and only insofar as they pertain to the execution of nuclear weapons logistic movement during the inspection of a supported unit. For an organization whose logistic movement capability is an inherent part of its overall nuclear capability, the logistic movement functions shall be inspected in conjunction with the NSI of the unit's overall nuclear capability. The following are general categories of logistic movements subject to NSIs and examples of support organizations that may become involved in each category:

3.5.2.9.1.1. Military Airlift operations. Air Mobility Command (AMC) and United States Air Forces in Europe (USAFE). [USAF]

3.5.2.9.1.2. Convoy operations. Includes operational movements to or from launch facilities and weapon movement activities. Logistics airlift units must demonstrate the ability to provide effective command and control (C2) as well as safely and properly load, transport, unload, and transfer custody of weapons. For ICBM units, the capability to transfer/transport, load/unload, tie-down and transfer custody of weapons for payload transfer missions may be evaluated as a logistics movement. [USAF]

3.5.2.9.2. Scope. All organizations supporting or having responsibility for logistic movement of nuclear weapons shall be required to demonstrate proficiency in the following areas, as applicable, insofar as it pertains to logistic movement and is included in the inspected unit's mission:

3.5.2.9.2.1. Security (see paragraph **3.5.2.5.**).

3.5.2.9.2.2. Safety (see paragraph **3.5.2.6.**).

3.5.2.9.2.3. Qualification and certification of transport, handling, and courier personnel.

3.5.2.9.2.4. Equipment for adequacy, condition, maintenance, calibration, and certification.

3.5.2.9.2.5. Unit Standard Operating Procedures/Plans/Instructions implementing DOD and USAF requirements in the areas of security, safety, nuclear accident/incident response, non-violent disablement, emergency evacuation, supply support, and logistic movement, as required. [USAF]

3.5.2.9.2.6. Nuclear weapons custody and accountability procedures.

3.5.2.9.2.7. Verification of integrity of seals or certification of physical verification.

3.5.2.9.2.8. Implementation of the Personnel Reliability Program (see paragraph **3.5.2.8.**).

3.5.2.9.2.9. Courier personnel briefings and required documentation and instructions.

3.5.2.9.2.10. Procedures for notification of shipment to enroute stops, destination(s), and consignees.

3.5.2.9.2.11. Nuclear weapon system handling procedures.

3.5.2.9.2.12. Security personnel briefing.

3.5.2.9.3. Units directly involved with military airlift operations shall be required to demonstrate proficiency in the following areas:

3.5.2.9.3.1. Point of Origin Procedures.

3.5.2.9.3.1.1. Briefings (mission, predeparture, Special Weapons Overflight Guide, and shipping).

3.5.2.9.3.1.2. Acquisition and positioning of opportune cargo.

3.5.2.9.3.1.3. Loading and tiedown procedures.

3.5.2.9.3.2. Enroute Procedures, as applicable.

3.5.2.9.3.2.1. Weather minimums.

3.5.2.9.3.2.2. Minimum essential navigational aids and communications equipment.

3.5.2.9.3.2.3. Emergency and routine enroute stops.

3.5.2.9.3.2.4. Jettisoning.

3.5.2.9.3.2.5. Non-violent disablement procedures.

3.5.2.9.3.2.6. Handling of opportune cargo.

3.5.2.9.3.2.7. Customs.

3.5.2.9.3.3. Destination or Offload Point Procedures, as applicable.

3.5.2.9.3.3.1. Briefings.

3.5.2.9.3.3.2. Offloading.

3.5.2.9.3.3.3. Flight planning (if the carrier is to proceed with nuclear weapons cargo).

3.5.2.9.3.3.4. Customs.

3.5.2.9.3.3.5. Opportune cargo.

3.5.2.9.4. Units directly involved with motor vehicle operations shall be required to demonstrate proficiency in the following areas:

3.5.2.9.4.1. Transfer of cargo, to include precautions against hazards.

3.5.2.9.4.2. Provision of area security when required at origin, enroute, and at destination.

3.5.2.9.4.3. Use of tiedown equipment, safety chains, and security covers, as applicable.

3.5.2.9.4.4. Application of quantity-distance requirements.

3.5.2.9.4.5. Use of warning signs or devices.

3.5.2.9.4.6. Convoy operations, to include communication equipment and procedures.

3.5.2.9.4.7. Non-violent disablement procedures, as applicable.

3.5.2.9.5. Prime Nuclear Airlift Force (PNAF) Support. Evaluate PNAF support plans, security support, and logistics movement (see AFJI 11-204, AFI 11-299) for PNAF certified units and installations supporting nuclear airlift missions. [USAF]

3.5.2.10. EXPLOSIVE ORDNANCE DISPOSAL (EOD). Evaluate classroom and practical training program, condition of facilities and vehicles, availability, serviceability, and demonstrated use of nuclear support equipment, maintenance of technical orders, operating instructions, Team Chief Guides, AF Form 55, *Employee Safety and Health Record,* AF Form 623, *Individual Training Record,* and other related publications, initial and annual certification and decertification documentation if required, knowledge of hazardous and classified weapons components, and render safe procedures (RSP), and continuation of RSP.

3.5.2.10. (USAFE) Except for INSI, inspect Explosive Ordnance Disposal (EOD) units in conjunction with the parent unit or supported unit.

3.5.2.11. NUCLEAR CONTROL ORDER PROCEDURES. Evaluate command post, aircrew, lock/unlock teams, and missile crew responses to nuclear control orders as well as effectiveness of applicable C2 in accordance with higher headquarters directives. [USAF]

3.5.2.11. (USAFE) Rated sub-areas include:

3.5.2.11.1. (Added-USAFE) Aircrew Performance:

3.5.2.11.1.1. (Added-USAFE) Evaluate strike aircrews' ability to comply with nuclear control order procedures. Aircrew performance includes evaluation of areas according to ACO Directive 75-6, Special Weapons Training for Strike Aircrew.

3.5.2.11.1.2. (Added-USAFE) Units will provide the HQ USAFE/IG operations inspector with a current listing of assigned combat mission-ready strike aircrews. The unit will provide a listing of aircrew availability during the inspection period. The HQ USAFE/IG operations inspector will select 25 percent of available aircrews (minimum of three aircrews) from each strike squadron for weapon acceptance evaluation.

3.5.2.11.1.3. (Added-USAFE) Each strike squadron tasked with an aircraft generation will have an aircrew accomplish a weapon acceptance evaluation during the generation. The IG Team will evaluate at least one acceptance through engine start, mission abort before taxi, and return of weapon to custodial agent. Remaining evaluations will be accomplished as off-line acceptances. Evaluate strike aircrew ability to preflight and accept a loaded weapon system.

3.5.2.11.1.4. (Added-USAFE) Aircrews will be chosen from each strike squadron for certification demonstration, and for simulator evaluations. The unit will provide the operations inspector(s) with the unit letter of "Xs" showing aircrew qualifications and Air Force Aviation Resource Management System or computer-generated product showing nuclear surety training dates, certification dates and USAFE Emergency Action File (EAF) Volume I training dates.

3.5.2.11.1.5. (Added-USAFE) Evaluate unit certification program. The unit will convene a certification board for each strike squadron according to AFI 10-419, *Dual Capable Aircraft, Nuclear Training, Planning and Operational Procedures, F-15E/F-16 (Classified)*, and the USAFE EAF Volume I for evaluation. One aircrew from each strike squadron will demonstrate a simulator strike mission with a strike-qualified instructor. The HQ USAFE/IG operations inspector selects the simulator aircrew and the unit may select the strike-qualified instructor for the simulator strike mission.

3.5.2.11.1.6. (Added-USAFE) Administer a composite test to all available strike aircrew. Strike units submit a 100-question Master Question File (MQF) on nuclear surety and safety and strike-related aircraft systems knowledge to HQ USAFE/IGO no later than 30 days prior to the inspection. This MQF will include a 20-question section on the two-person concept. The HQ USAFE/IG operations inspector will develop a 50-question test, which includes 10 questions on two-person control (TPC). Of the 50-question test, 45 questions will be taken from the unit MQF and 5 questions will be provided by HQ USAFE/IGO. The passing score is 85 percent or above. Aircrew can miss no more than one two-person concept question.

3.5.2.11.1.7. (Added-USAFE) Evaluate training records and academic programs. Evaluate all required publications for currency and availability.

3.5.2.11.1.8. (Added-USAFE) Credit for the simulator strike mission and aircrew test may be given by HQ USAFE/IGI if NATO has successfully administered these two requirements in the previous six months during a NATO Strike Evaluation. Grades and comments should be included in the JSSI report.

3.5.2.11.2. (Added-USAFE) Command Post Operations. Evaluate Command Post (CP) controllers' ability to process, authenticate, and disseminate nuclear control EAM. Conduct scripted evaluations and testing to assess controller knowledge and proficiency in emergency action procedures. Inspectors will administer a closed book emergency actions test to all available certified controllers in accordance with USEUCOM EAP Volume I, *Emergency Action Procedures*, and the USAFE Master Training Plan (MTP). Evaluate CP controller's ability to compile, process, and transmit nuclear surety-related operational reports to higher headquarters.

3.5.2.12. EMERGENCY EXERCISES [USAF]

3.5.2.12.1. Emergency Evacuation. Evaluate unit plans and procedures to evacuate WR weapons and associated material. The unit, as tasked by higher headquarters, must demonstrate the ability to effectively and safely perform and report emergency evacuation operations in accordance with higher headquarters directives.

3.5.2.12.2. Command Disablement. Evaluate unit plans and procedures used to meet the primary objective to render weapons tactically useless and for the removal, storage, and destruction of specified WR components according to command directives. The unit must demonstrate the ability to effectively and safely perform and report, in accordance with higher headquarters directives, command disablement actions whether tasked by higher headquarters or to prevent the unauthorized use of WR weapons should hostile forces threaten to seize them.

3.5.2.12.3. Emergency Response: Evaluate the wing/installation's response to a peacetime overt attack to determine how effectively base resources are used to defend against overt attacks on areas where WR weapons or weapon systems may be located (e.g., in storage, in maintenance, in convoy). Use realistic scenarios that are based on MAJCOM threat assessment and MAJCOM or locally devised exercise scenarios. Note: WR weapons will not be used in exercise scenarios. The focus of this exercise is to measure the effectiveness of the wing/installation's execution of their recapture plan and resolution of the recapture operation. To the maximum extent possible, responses should be evaluated based on performance-related crite-

ria. The exercise may be divided into two phases. Phase I evaluates the wing/installation's capability to successfully delay and deny access to weapons and report initial actions. Phase II tests the wing/installation's capability to plan and execute recapture/recovery of weapons and report follow-up actions.

3.5.2.12.3. (USAFE) Phase 3 tests the United States capability to respond to a nuclear accident scenario and report actions. Phases need not be accomplished concurrently or in specific order. Exercises will be evaluated in accordance with **Attachment 9 (Added)**.

3.5.2.12.3.1. Evaluate the response of tasked agencies including initial-response teams, disaster response force (DRF), munitions/maintenance, wing safety, civil engineers, medical, command and control, and follow-on recovery operations (IAW applicable DOD and USAF guidance, the installation security plan, and other documents **specific to denial/ recapture/recovery operations**). The evaluation will also consider: 1). The wing/installation's assessment of the threat and immediacy of actions taken during response/recapture/ recovery. 2). The effectiveness of the planning, training, and exercising of tasked agencies and/or activities to counter an overt attack or preparations for an overt attack. 3). The use of available wing/installation resources to counter or recover from an overt attack. 4). The command, control, and communications of all forces involved. 5). The implementation of the installation force protection plans. 6). Timeliness and accuracy of required reports.

3.5.2.12.3.2. Although the results of this exercise may affect ratings in other nuclear inspection areas (e.g., MANAGEMENT AND ADMINISTRATION, SECURITY, EOD, etc.), the intent is to have the Emergency Response results reflected in the wing/installation's rating for EMERGENCY EXERCISES. Like the other major graded areas, the rating for EMERGENCY EXERCISES directly affects the wing/installation's overall rating for the inspection.

3.5.2.12.3.2. (USAFE) Only report in this area those items not already covered in other rated areas or unique to the execution of the emergency response.

3.5.2.12.3.3. This paragraph establishes pass/fail criteria (in addition to those presented in TO 11N-25-1, Section 3) for the Emergency Response exercise. An UNSATISFACTORY rating will be assigned for any of the following: 1). Failure of required response forces to respond within the time limits specified in DOD C-5210.41-M, as supplemented. 2). Failure of response forces to conduct recapture/recovery operations as specified in DOD C-5210.41-M, as supplemented, and CJCSI 3261.02. 3). Failure to re-establish adequate security and access control for a WR weapon or weapon system. 4). If post recovery actions, weapon RSP, or RSP continuation procedures by EOD result in an unsafe or unreliable weapon.

3.5.2.12.3.3. (USAFE) Additional references include ACO 80-6/ED 60-12.

3.5.2.13. USE CONTROL. Evaluate Permissive Action Link, Command Disablement System, and Active Protection System operations per CJCSI 3260.01A, *Joint Policy Governing Positive Control Material and Devices*, and other applicable higher headquarters directives. [USAF]

3.5.2.13. (USAFE) Evaluate planning and training. Administer a 10-question Two Person Control (TPC) test, based on duty position requirements, to all available certified emergency action (EA) controllers, TPC custodians and alternates, and Positive Control Material authorized aircrew members. Individual passing score is 90 percent.

3.5.2.14. (Added-USAFE) COMMUNICATIONS. Assess timeliness of response and adequacy of maintenance and repair actions for Intrusion Detection System (IDS) (not applicable where NATO IDS is installed). Evaluate availability of land mobile radio systems and dial telephones supporting security operations. Evaluate maintenance and operations support for ALL EA Communications systems.

3.5.2.15. (Added-USAFE) Aircraft Generation (US MOBS): The inspectors assess specific tasks performed during aircraft generation, e.g. weapons loading and reliability checks. The written report will address actions or findings noted during aircraft generation within the applicable rated inspection areas.

3.5.2.15.1. (Added-USAFE) Units are required to generate one aircraft per certified strike squadron. Aircraft generation commences with a fully mission-capable aircraft positioned and ready to be loaded. All facets of the generation are subject to evaluation. Units will demonstrate all procedures up to prelaunch, taxi, aircraft recovery and download.

3.5.2.15.2. (Added-USAFE) Inspectors evaluate aircraft weapons reliability checks immediately following download. If for some reason the reliability checks cannot be accomplished, the unit restricts access to the aircraft until such time as the checks can be performed.

3.6. Nuclear Inspection Rating System. Assign ratings of "Satisfactory," "Satisfactory (Support Unsatisfactory)" (for deficiencies attributed to outside agencies or higher headquarters), or "Unsatisfactory" for the overall inspection. Base the final rating on the nature, severity, and number of findings noted during the inspection. Use the 5-level rating system described in paragraph **2.2.3.** for each applicable evaluated area. For phased NSIs and LNSIs, an overall rating will be assigned upon completing the inspection. Assign "Ready" or "Not Ready" ratings for INSIs.

3.7. Reinspection of Deficient Areas. MAJCOMs use the following guidance to determine reinspection policy:

3.7.1. If the overall inspection rating is "Unsatisfactory," reinspect the deficient areas that caused or contributed to an "Unsatisfactory" rating.

3.7.1.1. Conduct a reinspection (NSI or LNSI) within 90 calendar days for units rated "Unsatisfactory" that do not achieve an overall "Satisfactory" rating on an on-the-spot reinspection.

3.7.2. Before terminating the inspection, the team chief may conduct an on-the-spot reinspection of the deficient areas that caused or contributed to an "Unsatisfactory" rating. If a reinspection is conducted, the message report and the formal report must reflect both the original and reinspection ratings for the overall grade and the deficient areas that caused or contributed to an "Unsatisfactory" rating. An immediate reinspection that yields a minimum rating of "Marginal" in the previously deficient area indicates that the deficiency is sufficiently corrected to permit operations, and a 90-calendar-day follow-up inspection is not required. The following apply when determining if an on-the-spot reinspection is appropriate:

3.7.2.1. Do not reinspect if the failure is due to a systemic problem or a general lack of proficiency within the unit.

3.7.2.2. Do not reinspect if suspension of nuclear weapon operations is in the best interest of nuclear safety, security, or reliability.

3.7.2.3. Reinspect if the "Unsatisfactory" rating was caused by an individual's error and training was adequate.

3.7.2.4. Consider reinspection if the "Unsatisfactory" rating was caused by an administrative error that can be resolved quickly and easily; for example, improper guidance or procedure in a unit instruction, operations plan, or operations order.

3.7.3. For a unit rated "Unsatisfactory" that does not achieve a "Satisfactory" on a reinspection, the MAJCOM commander must approve the unit's use of nuclear weapons. MAJCOMs ensure nuclear weapons are maintained reliably and afforded a safe and secure environment until restrictions are removed by a reinspection.

3.8. Actions on Defense Threat Reduction Agency (DTRA) Inspection Reports.

3.8.1. Units coordinate replies to Defense Nuclear Surety Inspection (DNSI), Joint Nuclear Surety Inspection (JNSI), and Surveillance Inspection (SI) reports through the appropriate MAJCOM functional manager. Critical/major deficiencies require a description of the unit's corrective action. Minor deficiencies simply require a statement that the corrective action is completed. The MAJCOM CARS program monitor will coordinate the MAJCOM response and forward to the AFSC/SEW. An initial response is required 90 days after the date of the final report. If the report is not closed within 180 days of the date of the final report, the MAJCOM CARS program monitor will provide an update every 30 days on open deficiencies until the report is closed. Take corrective action based on the field report provided by the DTRA team at the time of the inspection.

3.8.1. (USAFE) HQ USAFE/IGI is the Corrective Action Report Status (CARS) program monitor and is responsible for processing all DTRA inspection report replies to HQ AFSC/SEW.

3.8.1.1. If all deficiencies are corrected within 12 months of the final report, provide a letter from the MAJCOM/CV designated representative that the MAJCOM concurs with all corrective actions and requests closure of the DTRA inspection report. If all deficiencies are not corrected within 12 months, provide the closure request letter directly from the MAJCOM/CV.

3.8.2. With an overall "Unsatisfactory" DNSI/JNSI rating, the MAJCOM must evaluate the results and the unit's status to determine if the procedures of paragraph **3.5.1.1.** should be invoked. The MAJCOM must notify HQ AFSC/SEW and SAF/IGI of the evaluation results within 24 hours (by priority message) after the DTRA inspection is completed.

3.9. Nuclear Inspection Reports. Provide the results of NSIs in message and formal report formats. Include a paragraph reference from the applicable DOD or Air Force instruction or technical order for all deficiencies cited. LNSIs and INSIs are normally reported only by message.

3.9.1. Message Report (RCS: SAF-IG(AR)0006). Inspection teams report the results of an NSI, LNSI, and INSI in the format shown in **Attachment 3** and **Attachment 4**. Do not combine NSI, LNSI, and INSI message reports with other inspection message reports.

3.9.1.1. Use priority precedence when reporting "Unsatisfactory" (NSI and LNSI) or "Not Ready" (INSI) ratings. Even during MINIMIZE, submit an inspection message if the unit is found "Not Ready," "Unsatisfactory," or has critical/major deficiencies. Include a description of all critical/major deficiencies (see **Attachment 3** and **Attachment 4**).

3.9.2. Extract Message Report (RCS: SAF-IG(AR)0007). Inspecting teams extract LIMFACs and critical/major deficiencies that are the responsibility of a support activity outside the MAJCOM. Send an Extract Message Report (see **Attachment 4**) as follows:

3.9.2.1. An action copy to the responsible MAJCOM IG and applicable staff agency.

3.9.2.2. Information copies to the responsible organization, its intermediate headquarters, and basic report addressees.

3.9.3. Procedural Responsibility. MAJCOMs establish procedures for processing, tracking, and correcting identified critical/major/minor deficiencies. Deficiencies that are corrected before the inspection is completed do not require processing.

3.9.3.1. (Added-USAFE) Corrective Action Response:

3.9.3.1.1. (Added-USAFE) Nuclear Surety and Joint Safety and Security Reports. For NSI/JSSI reports, the commanders will forward corrective action replies as a separate and distinct package from DTRA corrective action replies. Inspected units are required to reply to all identified findings with a description of corrective action.

3.9.3.1.2. (Added-USAFE) DTRA and NSI/JSSI Reports. For DTRA and NSI/JSSI reports, HQ USAFE/IGI will assign a suspense tracking number to each finding.

3.9.3.1.3. (Added-USAFE) Processing DTRA and NSI/JSSI Reports. For formal DTRA and NSI/JSSI reports, units will process replies as follows:

3.9.3.1.3.1. (Added-USAFE) . Forward unit replies through all intermediate headquarters to HQ USAFE/IGI.. Send an information copy to HQ USAFE/SEW. HQ USAFE/IGI will coordinate responses with appropriate directorates prior to closure.

3.9.3.1.3.2. (Added-USAFE) The inspected unit must reply in writing within 5 workdays after the formal inspection report is received. The unit submits follow-up status every 30 calendar days until all findings are resolved. Replies will be identified as initial, follow-up, or final. For final replies, the inspected unit corrective action response must have HQ USAFE/IGI concurrence prior to considering the item closed. HQ USAFE/IGI ensures the appropriate USAFE staff directorate, as well as HQ USAFE/SEW, is consulted on corrective actions.

3.9.3.1.4. (Added-USAFE) Status and Progress of Unit Corrective Action. HQ USAFE/IG and HQ USAFE/A4 will periodically present status and progress of unit corrective action to COMUSAFE and USAFE/CV.

3.9.3.1.5. (Added-USAFE) Host Nation. For host nation specific issues, process corrective actions as prescribed by the applicable service-to-service Joint Technical Agreements.

3.9.4. Formal NSI Report (RCS: SAF-IG(AR)0005). The MAJCOM inspection team will:

3.9.4.1. If the formal NSI report will be prepared after the inspection team departs, provide the unit commander enough information to allow corrective action to be taken. List all deficiencies under one of the 13 areas in paragraph **3.5.2.** Deficiencies identified against a Higher Headquarters or other support agency should be put in a separate section (e.g., Tab B) unless the unit shares some of the responsibility for the deficiency.

3.9.4.1. (USAFE) List all deficiencies under one of the 14 areas in paragraph **3.5.2.**

3.9.4.2. Prepare the formal NSI report according to MAJCOM directives. If applicable, send the entire report, or those parts that report on the supporting unit's functions, to the MAJCOM that provided support. In addition to addressees specified by the MAJCOM, send copies of this report to each of the addressees listed in **Table 3.1.**

Table 3.1. NSI Report Recipients

HQ USAF/SEI	1400 Air Force Pentagon	Washington, DC 20330-1400
HQ USAF/XOF	1340 Air Force Pentagon	Washington, DC 20330-1340
HQ AFSFC/SFO	1517 Billy Mitchell Blvd	Lackland AFB, TX 78236-0119
HQ USAF/XON	1480 Air Force Pentagon	Washington, DC 20330-1480
HQ USAF/ILM	1030 Air Force Pentagon	Washington, DC 20330-1030
SAF/IGI	1140 Air Force Pentagon	Washington, DC 20330-1140
NGB-IGD	1411 Jeff Davis Hwy, Suite 11600	Arlington, VA 22202-3231
HQ AFPC/DPSFM	550 C St West Suite 37	Randolph AFB, TX 78150
HQ AFSC/SEW	9700 Ave G SE	Kirtland AFB, NM 87117-5670
US NCCS	Skyline 3, Suite 500 5201 Leesburg Pike	Falls Church, VA 22041-3202
DTRA/NSII	1680 Texas St SE	Kirtland AFB, NM 87117-5669
2 BW/CC	841 Fairchild Ave Suite 100	Barksdale AFB, LA 71110-2270
4 FW/CC	1510 Wright Ave Suite 100	Seymour Johnson AFB, NC 27531-2468
5 BW/CC	201 Summit Dr Suite 1	Minot AFB, ND 58705-5037
31 FW/CC	Unit 6140 Box 100	APO AE 09604-0100
39 WG/CC	Unit 7090 Box 110	APO AE 09824-0110
48 FW/CC	Unit 5210 Box 135	APO AE 09464-0135
52 FW /CC	Unit 10500	APO AE 09126
62 AW /CC	100 Main St	McChord AFB, WA 98438-5000
86 AW/CC	Unit 3200 Box 320	APO AE 09094-0320
90 SW/CC	5305 Randall Ave Suite 100	F.E. Warren AFB, WY 82005-2266
91 SW/CC	300 Minuteman Dr, Suite 101	Minot AFB, ND 58705-5016
99 ABW/CC	4430 Grissom Ave Suite 110	Nellis AFB, NV 89191-6520
305 AMW/CC	2901 Falcon Lane	McGuire AFB, NJ 08641-5002
341 SW/CC	21 77th St North Room 144	Malmstrom AFB, MT 59402-7538
377 ABW/CC	2000 Wyoming Blvd SE	Kirtland AFB, NM 87117-5606
509 BW/CC	509 Spirit Blvd Suite 509	Whiteman AFB, MO 65305-5055
52 MUNSS/CC	Unit 21903	APO AE 09713-6705
752 MUNSS/CC	Unit 6790	APO AE 09717-6790
831 MUNSS/CC	Unit 6345	APO AE 09610
852 MUNSS/CC	Unit 4565	APO AE 09214-4565
896 MUNS/CC	8230 Bergstrom Ave	Nellis AFB, NV 89191-6110
898 MUNS/CC	7500 Prairie Rd Bldg 27494	Kirtland AFB, NM 87117-6520

3.10. (Added-USAFE) Inspection Support Requirements:

3.10.1. (Added-USAFE) Upon arrival of HQ USAFE/IG inspectors, units will provide the following:

3.10.2. (Added-USAFE) Two-person control access letters held by the command post, operations plans division, and COMSEC account manager.

3.10.3. (Added-USAFE) Complete listing of all initial and recurring nuclear surety training.

3.10.4. (Added-USAFE) Complete listing of all weapons maintenance tasks and personnel certifications.

3.10.5. (Added-USAFE) One copy of each assigned units Personnel Reliability Program (PRP) suspension logs. One decollated copy of the PRP management roster, printed with page breaks between each unit, for each PRP inspector and a full alpha listing of PRP coded individuals.

3.10.6. (Added-USAFE) A copy of the unit emergency evacuation and command disablement plans.

3.10.7. (Added-USAFE) Blotters, Weapons Storage and Security System (WS3) event files, AFTO Forms 781A, **Maintenance Discrepancy and Work Document**, pertaining to sensors systems, dating back 90 days from the day prior to inspection start. Use a highlighter or tabs to indicate entries reflecting WS3 Alarm Response Team/Interior Security Response Team (ART/ISRT), Augmentation Force (AF) and Response Force (RF) exercises. Also, provide documentation reflecting the most recent Reinforcing Capability exercise and Augmentation Force ammunition re-supply.

3.10.8. (Added-USAFE) One copy of all wing, base, or MUNSS instructions applicable to a surety inspection. Ensure applicable United States European Command (USEUCOM) directives, the Installation Security Plan/Site Security and Defense Plan, and Host nation surety plans are available upon request.

3.10.9. (Added-USAFE) Flight or element duty schedules for the period of the inspection.

3.10.10. (Added-USAFE) The IG may assign individuals or request assignment of individuals as "Trusted Agents" to participate in scenarios and demonstrations. Personnel provided to HQ USAFE/IG as a Trusted Agent should be knowledgeable of local procedures.

3.11. (Added-USAFE) JOINT SAFETY AND SECURITY INSPECTION:

3.11.1. (Added-USAFE) Joint Safety and Security Inspection (JSSI)-USAFE NATO Custodial Units and User Nation Strike Wings. Normally conduct the JSSI in conjunction with the custodial unit's NSI. The JSSI will also include the NSI for non-US units, loading crew standardization checks and aircrew certification and standardization requirements as stated in ACO Directive 80-6, Volume 2, Part II, EUCOM Directive 60-12. The JSSI is not solely a rated inspection of the host nation; it includes portions of the custodial unit's responsibilities.

3.11.2. (Added-USAFE) Inspection Objectives and Authority. The objective of the JSSI is to assure high standards of safety, security, and reliability in operations involving US weapons and associated equipment. Authority for this inspection is contained in service-to-service joint technical arrangements (JTA)(Peabody) and ACO Directive 80-6, Volume 2, Part II, EUCOM Directive 60-12. Inspection requirements are contained in the aforementioned documents, TO 11N-25-1 and AFI 90-201.

3.11.3. (Added-USAFE) Inspection Policy. Conduct a JSSI in conjunction with NSIs prior to positioning weapons and after positioning at intervals not to exceed 18 months. Limited notice and limited

in scope NSIs may be performed. Prior to notification of inspection, HQ USAFE/IG will coordinate with the appropriate host nation MOD and MUNSS when the inspection involves the host nation.

3.11.4. (Added-USAFE) Inspection Reporting:

3.11.4.1. (Added-USAFE) Formal Report Distribution. Distribute formal reports according to ACO Directive 80-6, Volume 2, Part II, EUCOM Directive 60-12. Both the US and host nation inspection team chiefs sign this report. When the JSSI is conducted in conjunction with the NSI, attach a copy of the JSSI report to the NSI formal report.

3.11.4.2. (Added-USAFE) Message Report. If an unreliable weapon or weapons system or an unsafe or insecure environment for nuclear weapons exists, send an Immediate Precedence message to the addressees specified in ACO Directive 80-6, Volume 2, Part II, EUCOM Directive 60-12. HQ USAFE message address is HQ USAFE RAMSTEIN AB GE//CC/CV/A1/A3/A4/SE/SF/IG/AFEUR?//.

3.11.4.3. (Added-USAFE) JSSI reports will specifically address the deviation program as required by ACO Directive 80-6, EUCOM Directive 60-12.

3.11.5. (Added-USAFE) JSSI Team Composition and Qualifications. The team is composed of a team chief and inspectors from HQ USAFE/IG and the host nation (1 Ops, 1 Log, 1 Force Protection Host Nation Inspector as a minimum). The host nation team chief and members are participating members of the IG inspection team and are under the direction of the IG Team Chief during the JSSI. Both team chiefs will be familiar with all aspects of nuclear surety inspection requirements.

3.11.5.1. (Added-USAFE) The host nation team chief and members will:

3.11.5.1.1. (Added-USAFE) Have appropriate security clearances.

3.11.5.1.2. (Added-USAFE) Will not be a member of the unit being inspected.

3.11.6. (Added-USAFE) Inspection Procedures:

3.11.6.1. (Added-USAFE) The custodial unit commander, in coordination with the host nation wing commander, is responsible for safety of personnel and security of resources. If an actual emergency occurs during any exercise, the exercise will be terminated and personnel will respond to the emergency.

3.11.6.2. (Added-USAFE) Inspectors are authorized to carry cameras and take photographs/video in all areas approved by the host nation wing commander. To avoid confusion and delay, notify all wing and custodial unit personnel of this authorization.

3.11.6.3. (Added-USAFE) HQ USAFE/IG will follow host nation rules and regulations governing photography/video of facilities, equipment, and resources. Provide photos/video to host nation personnel for security classification when requested.

3.11.6.4. (Added-USAFE) Host Nation inspectors will be listed under the associate inspector EAL. Host Nation identification credentials will be utilized to verify information contained on the EAL.

3.11.7. (Added-USAFE) Criteria and Ratings:

3.11.7.1. (Added-USAFE) Determine ratings using criteria specified in TO 11N-25-l, AFI 90-201, USAFE Supplement, ACO Directive 80-6, Volume 2, Part II, EUCOM Directive 60-12,

ACO Directive 75-5, *Training in Nuclear Weapons Loading*, and ACO Directive 75-6, *Special Weapons Training for Strike Aircrew* as applicable.

3.11.7.2. (Added-USAFE) Use the same rating or grading system for the JSSI as the NSI.

3.11.7.3. (Added-USAFE) Deficiencies not attributable to the inspected unit will not affect the area or overall ratings provided the problems do not violate the pass or fail criteria. Use the Satisfactory and Support Unsatisfactory rating as appropriate. The final decision on the overall rating for the JSSI rests with the HQ USAFE/IG Team Chief in consultation with the host nation team chief.

3.11.7.4. (Added-USAFE) During concurrent NSI/JSSI, inspections use NSI evaluations to satisfy the inspection requirements of the US custodial unit for the JSSI.

3.12. (Added-USAFE) JSSI INSPECTION AREAS:

3.12.1. (Added-USAFE) Aircraft Generation:

3.12.1.1. (Added-USAFE) HQ USAFE/IG will evaluate the unit's capability to integrate as a team to generate and recover strike aircraft. Host Nation/MUNSS units will be required to generate one aircraft per certified strike squadron. Commence aircraft generation with a fully mission-capable aircraft positioned to accept asset. Evaluate all facets of the generation.

3.12.1.2. (Added-USAFE) Evaluate aircraft weapon system reliability and certification checkout immediately following downloads. If the reliability check cannot be accomplished, restrict the aircraft from access to anyone until such time as the check can be performed. If the aircraft fails the reliability check after download, it will indicate mission failure. HQ USAFE/IG will check additional aircraft to determine aircraft reliability.

3.12.1.3. (Added-USAFE) Assess specific tasks performed during aircraft generation against the applicable sub-areas, i.e. weapons loading and release procedures. Address actions or findings noted during aircraft generation within the applicable inspection areas.

3.12.2. (Added-USAFE) JSSI Rated Areas. The following areas will be inspected, when applicable, and reported in the JSSI report.

3.12.2.1. (Added-USAFE) Management and Administration Evaluate:

3.12.2.1.1. (Added-USAFE) Host nation directives and technical publications applicable to the scope of the JSSI. A check shall be made to ensure the host unit is not in receipt of unauthorized publications pertaining to nuclear weapons.

3.12.2.1.2. (Added-USAFE) Joint United States S/Host nation unit standard operating procedures/ plans/ instructions implementing United States requirements in the areas of security, safety, nuclear accident/incident response, non-violent disablement, emergency evacuation and logistic movement.

3.12.2.1.3. (Added-USAFE) Control and handling of classified plans, manuals, records, reports and components directly associated with the scope of the JSSI.

3.12.2.2. (Added-USAFE) Command and Control. Evaluate the timeliness and accuracy of message processing, authentication, and release procedures in response to simulated EAM. Assess the dissemination and dispatching of crews for respective tasks. Evaluate coordination between United States and host nation command centers.

3.12.2.3. (Added-USAFE) Capability to Provide Weapons to the Strike Unit. Evaluate the capability to store and maintain weapons in approved storage structures and provide proper configurations. Evaluate custodial responsibilities and the technical proficiency of weapon maintenance and load monitor personnel during breakout and aircraft loading operations. Inspect the availability, serviceability, certification and calibration of required tools, test, and handling equipment.

3.12.2.4. (Added-USAFE) Aircraft Configuration and Certification. Evaluate aircraft certification crew proficiency, system knowledge, and adherence to checklist procedures. Inspect the availability, serviceability, certification, and calibration status of loading tools, test, and handling equipment. Examine the status of strike unit aircraft release system configurations. Evaluate at least two aircraft release system certification operations. Evaluate coordination between load crew and load monitors.

3.12.2.5. (Added-USAFE) Load Crew Proficiency. Evaluate capability of load crews to safely and reliably load committed weapons. Evaluate crew control and coordination, adherence to checklist procedures, and adherence to the two-person concept. Inspect the availability, serviceability, certification, and calibration status of loading tools, test, and handling equipment. Evaluate a maximum of 50 percent of unit nuclear-certified load crews. Evaluate coordination between load crew and load monitors. Evaluate in accordance with ACO Directive 75-5, *Training in Nuclear Weapons Loading*.

3.12.2.6. (Added-USAFE) Aircrew Performance.

3.12.2.6.1. (Added-USAFE) The JSSI aircrew performance evaluation will be in accordance with ACO Directive 75-6, *Special Weapons Training for Strike Aircrews* and ACO Directive 80-6, Volume 2, Part II, EUCOM Directive 60-12. Units will provide the HQ USAFE/IG operations inspector with a current listing of assigned combat mission-ready strike aircrews. The unit will provide a listing of aircrew availability during the inspection period. The HQ USAFE/IG operations inspector will select 25 percent of available aircrews (minimum of three aircrews) from each strike squadron for weapon acceptance evaluation.

3.12.2.6.2. (Added-USAFE) Each strike squadron tasked with an aircraft generation will have an aircrew accomplish a weapon acceptance evaluation during the generation. Evaluate at least one acceptance through engine start, mission abort before taxi, and return of weapon to custodial agent. Remaining evaluations will be accomplished as off-line acceptances. Evaluate strike aircrew ability to preflight and accept a loaded weapon system in accordance with applicable technical orders, nuclear safety rules, and HHQ directives.

3.12.2.6.3. (Added-USAFE) One aircrew from each strike squadron will demonstrate a simulator strike mission with a strike-qualified instructor. The HQ USAFE/IG operations inspector will select the simulator aircrew and the unit may select the strike-qualified instructor for the simulator strike mission.

3.12.2.6.4. (Added-USAFE) HQ USAFE/IG will administer a composite test to all available strike aircrew members. Strike units will submit a 100-question MQF on nuclear surety and safety and strike-related aircraft systems knowledge to HQ USAFE/IGI not later than 30 days prior to the inspection. This MQF will include a 20-question section on two-person concept. The operations inspector will develop a 50-question test which includes 10 questions on TPC. Forty-five questions are taken from the unit MQF and five questions will be provided by the

operations inspector. Passing score is 85 percent; aircrew can miss no more than one two-person concept question.

3.12.2.6.5. (Added-USAFE) HQ USAFE/IG will evaluate the unit certification program, training records and academic programs. Evaluate all required publications for currency and availability. Include all applicable TOs and checklists for weapon delivery.

3.12.2.7. (Added-USAFE) Safety. The host/user nation will be evaluated to ensure the adequacy of the following:

3.12.2.7.1. (Added-USAFE) Compliance with the Two-Person Concept.

3.12.2.7.2. (Added-USAFE) Compliance with safety requirements and precautions specified in pertinent and applicable directives with regard to nuclear weapons safety and the weapons system safety rules.

3.12.2.7.3. (Added-USAFE) Evaluate the fire-fighting force to ensure adequate personnel are available, properly trained, and suitably equipped. Examine notification, alarm monitoring, plans and procedures. Assess availability and serviceability of fire-fighting equipment to support daily and contingency operations. Evaluate compliance with ELO-1, *Host Nation Fire Fighting Guidance*, ACO Directive 80-6 Volume II, Part II/EUCOM Directive 60-12 and host nation standards.

3.12.2.8. (Added-USAFE) Personnel Reliability. Evaluate the required standards of reliability for personnel as required by ACO Directive 80-6, Volume 2, Part II, EUCOM Directive 60-12. Accomplish by interviewing the host unit program manager to ensure only reliable personnel are involved in weapons and security functions. Evaluate how individuals are selected for duty and what the unit does to ensure individual reliability on a continuing basis. Satisfactory is the highest rating this area can receive.

3.12.2.9. (Added-USAFE) Host Nation Nuclear Certified Equipment (NCE). Evaluate the host nation's capability to provide safe and serviceable equipment and vehicles and maintain those vehicles and equipment according to the applicable directives and technical data.

3.12.2.10. (Added-USAFE) Security. Ensure security forces are trained, equipped, and exercised in accordance with ACO Directive 80-6, Volume 2, Part II, EUCOM Directive 60-12. Evaluate to ensure facilities, equipment, and communications comply with US and NATO standards in accordance with ACO Directive 80-6, Volume 2, Part II, EUCOM Directive 60-12. Review sufficient data to determine the unit’s ability to carry out its day-to-day mission. The historical data includes, but is not limited to, security reinforcement exercises, i.e. response force (RF), augmentation force (AF), and reinforcement capability (RC). Assess force composition, ability to meet required response times, and tactical deployment. Ensure security forces are adequate to protect the vault storage area and plans provide the most effective defensive arrangements. Assess physical security aids to ensure compliance with standards. Ensure any deviations to ACO Directive 80-6, Volume 2, Part II, EUCOM Directive 60-12 are identified and approved by appropriate authority.

3.12.2.11. (Added-USAFE) Condition of Facilities. Evaluate the host’s maintenance and management of essential facilities, roads, grounds, and utilities as they support the safety, security, storage, movement, and maintenance of weapons.

3.12.2.12. (Added-USAFE) Emergency Response. Evaluate United States/host nation response to a peacetime overt attack to determine effectiveness of resources used to defend against attacks on

areas where War Reserve (WR) weapons or weapon systems may be located. Use realistic scenarios based on current MAJCOM threat assessment and Major Command (MAJCOM) or locally devised exercise scenarios. ***NOTE:*** WR weapons will not be used in exercise scenarios. The focus of this exercise is to measure effectiveness of United States/host nation execution of recapture and nuclear accident response plans. To the maximum extent possible, responses will be performance based. The exercise will be evaluated in three phases:

3.12.2.12.1. (Added-USAFE) Phase 1 evaluates United States' capability to successfully delay or deny access to weapons and will include reporting actions.

3.12.2.12.2. (Added-USAFE) Phase 2 evaluates the United States' capability to plan and execute recapture and recovery of weapons and report follow-up actions.

3.12.2.12.3. (Added-USAFE) Phase 3 evaluates the United States' capability to respond to nuclear accident scenario and report actions.

3.12.2.12.4. (Added-USAFE) Phases need not be accomplished concurrently or in specific order.

3.12.2.12.5. (Added-USAFE) Exercises will be evaluated using criteria in AFI 90-201, paragraphs **3.5.2.12.3.1.** through **3.5.2.12.3.3.** All exercises will be planned and executed in accordance with **Attachment 9 (Added)**.

3.13. (Added-USAFE) Simulations/Deviations. See **Attachment 11 (Added)** for standard simulations/deviations.

Chapter 4

AIR FORCE INSPECTION AGENCY (AFIA) PROGRAM ELEMENTS

4.1. Eagle Look Management Reviews. An Eagle Look is an independent and objective management review of key Air Force-wide processes requested by senior leadership. Each Eagle Look culminates with a written report and executive briefing, which includes recommendations, results, and follow-up, intended to improve operations, support, and acquisition functions.

4.1.1. Topic Sponsors. Eagle Look topics are provided and sponsored by the Secretariat, HQ USAF Deputy Chiefs of Staff, MAJCOMs and other Air Force senior leadership. SAF/IG may sponsor a topic independently.

4.1.2. Topic Selection and Approval. Air Force personnel may forward proposed topics, including background and rationale. Secretariat and HQ USAF offices forward topics directly to AFIA/CC. MAJCOMs, FOAs, and DRUs forward topics that cross MAJCOM lines or apply Air Force-wide to AFIA/CC, who will ensure proposed topics/studies are not redundant. AFIA/CC and SAF/IGI will coordinate with DOD/IG, Air Force Audit Agency (AFAA), and other oversight agencies as applicable. SAF/IG approves the topics. Submit Eagle Look topic proposals IAW **Attachment 8**.

4.1.3. Methodology. Eagle Looks by nature highlight the most significant issues and provide timely feedback (80% solution) for senior leadership action. They are conducted in accordance with, and conform to, the Quality Standards for Inspections published by the President's Council on Integrity and Efficiency, Mar 93. The Eagle Look process seeks out a representative cross section of Air Force personnel providing policy, leadership and execution of a particular Air Force-wide process or program. These personnel are interviewed to determine how process(es) are or are not working, and how they can be improved. The interview population is carefully selected and interviewed using data collection methods that are unbiased, tailored to the interview population, and tested for validity. After a thorough and objective analysis of the interview data, teams write a draft report that includes findings, recommendations, and observations. The reports undergo multiple internal and external review cycles to ensure they accurately portray the data. A policy of strict non-attribution is followed so that interviewees will feel free to be candid in their responses. As a result, all responses in the report cannot be attributed or traced to any organization or individual. Information is portrayed and discussed in terms of prevalent or significant trends across the Air Force, and no individual organization should infer that the cited trends are attributable to any one organization. Prior to publishing the Eagle Look report, findings, observations, and recommendations are briefed to the Assistant Secretary and Deputy Chief of Staff equivalent with opportunity offered for management comments, which are included verbatim in the final report.

4.1.4. Report Follow-up. The purpose of follow-up is to ascertain and compile a historical record of actions taken to address the issues identified in Eagle Look reports. AFIA will conduct follow-up on Eagle Look findings with organizations identified as OPRs for associated recommendations. Follow-up will be conducted at 9 and 18 months after Eagle Look report publication, and will culminate with a letter from TIG back to the OPRs delineating the status of actions taken to address the issues identified in the findings.

4.2. Compliance Inspection (CI). AFIA conducts compliance inspections of Air Force-level DRUs and FOAs. These inspections focus on the applicable CCCAs listed in paragraph **A6.2.** as a minimum, and any

additional CCCAs listed in paragraph **A6.3.** that are mutually agreed upon by AFIA and the DRU/FOA commander.

4.2.1. AFIA evaluates SIIs during AFIA-conducted compliance inspections and provides results to SAF/IGI.

4.3. Health Services Inspection (HSI). HSIs assess the functioning and execution of Air Force Medical Service (AFMS) programs and processes at the local level in order to provide senior leadership with accurate data upon which to base policy decisions. HSIs also assess the ability of Air Force medical units to fulfill their peacetime and wartime missions, including provision of medical care and support of the host wing mission.

4.3.1. Criteria and Inspection Guides. HQ AFIA/SG derives criteria from health care policies of the Office of the Assistant Secretary of Defense for Health Affairs, the office of the Air Force Surgeon General (HQ USAF/SG), various civilian medical oversight agencies (such as the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), the ANG, and the AFRC. AFIA/SG, based on changes in health care policies, regulatory guidance and coordination with MAJCOM/SG staffs, annually updates the inspection guide and posts to the AFIA website.

4.3.2. Ratings. Each medical unit receives an overall score with a corresponding verbal rating of Outstanding, Excellent, Satisfactory, Marginal or Unsatisfactory as defined in **Attachment 1**.

4.3.3. HSI Frequency.

4.3.3.1. Active duty medical treatment facilities are inspected on a short-notice basis, with an overall AFMS average of 36 months. An HSI is normally conducted simultaneously with a survey by JCAHO. AD units are selected for inspection based upon criteria jointly agreed upon by AFIA and JCAHO.

4.3.3.1.1. AD medical units update their HSI/JCAHO application annually and whenever they become aware of an event which may affect the scheduling process.

4.3.3.1.2. AFIA contacts the MAJCOM IG gatekeeper approximately 90 days prior to a scheduled HSI to ascertain any unannounced MAJCOM planned activities that may interfere with the HSI process.

4.3.3.2. ARC units are inspected on average every 48 months (approximately every 3 AEF cycles). AFIA/SG publishes a calendar year ARC HSI schedule in coordination with AFRC/IG/SG and ANG/IG/SG. In keeping with AF policy regarding inspection footprint, AFIA/SG will, to the extent possible, schedule medical unit HSIs simultaneously with other scheduled wing inspections and assessments (e.g., UCI, ASEV). Note: For purposes of this Instruction, ANG/SG is a MAJCOM equivalent.

4.3.3.2.1. Unit requests for postponement/re-schedule of a scheduled ARC HSI must be forwarded to AFIA/SG following AFRC or ANG policies. Units should allow sufficient time to process and coordinate postponement requests ensuring AFIA/SG has time and the appropriate information to make a decision to approve/disapprove the request. Refer to paragraph **4.3.3.3.** for postponement/re-schedule criteria.

4.3.3.3. Certain events or circumstances may affect inspection scheduling for AD and ARC units. The following are criteria and guidelines units will use to determine if a request for postponement/re-schedule is justified.

4.3.3.3.1. The medical unit deploying 40 percent or more of its assigned medical personnel in support of AEF or contingency operations for greater than 90 days will not be inspected 60 days (AD) or 90 days (ARC) prior to or following an AEF deployment.

4.3.3.3.2. An active duty unit undergoing major mission conversion, i.e. converting from a "bedded" facility to an ambulatory clinic or an ARC unit undergoing a wing-level weapon system conversion (that results in a significant impact of the medical unit) will be inspected within 6 months following such conversion.

4.3.3.3.3. A change in designed operational capability statement, UTC taskings, or wartime mission resulting in 50 percent or greater change in personnel authorizations.

4.3.3.3.4. A real-world disaster or contingency operation resulting in the unit relocating or suspending operations.

4.3.3.3.5. A unit participating in a MAJCOM-level inspection (e.g., ORI) involving 40 percent or more of the unit's personnel occurring simultaneously with the scheduled HSI.

4.3.3.4. Follow-up inspections.

4.3.3.4.1. Active duty units receiving an overall rating of "Unsatisfactory" during an HSI will be scheduled for a reinspection within 9-12 months.

4.3.3.4.2. ARC units receiving a rating of "Unsatisfactory" will be scheduled for a reinspection by AFIA within 18-24 months.

4.3.4. Reports and Follow-up Responses. A clearly annotated "DRAFT" HSI report is published and left with the unit commander at the conclusion of the inspection. Approximately 45 days after completion of the HSI, a final report is published, sent to the unit and wing commander, and distributed to other interested staff agencies.

4.3.4.1. Unsatisfactory element assessments for active duty units require a response (close-out or interim update) within 3 months of the inspection. Unsatisfactory element assessments are expected to be completely resolved within 6 months. If not resolved after 12 months, AFIA will notify the unit's MAJCOM SG and close the assessment as "unresolved." Unit responses should be forwarded directly to HQ AFIA/SG IAW the instructions outlined in the HSI final report.

4.3.4.2. Unsatisfactory Area assessments for ARC units require a response (close-out or interim update) within 6 months of the inspection. Unsatisfactory Area assessments are expected to be completely resolved within 12 months. Units are required to provide follow-up replies, including estimated completion dates, every 90 days until closure to either ANG/SG or NAF/SG, as applicable, IAW instructions outlined in the HSI final report.

4.3.5. Special Emphasis Items (SEI). SEIs are limited studies performed during HSIs which gather information on specific issues. Topics to be researched are submitted to AFIA/SG by field or headquarters personnel and are reviewed for suitability as an SEI by AFIA/SG. AFIA/SG will perform the requested SEI, provide another alternative to gathering the requested data (such as routinely assessing the process during all HSIs), or provide the requester with reasons why the study cannot or should not be performed. SEIs are normally terminated within 6-12 months, with a formal report returned to the requester.

4.4. Field Inspection. As applicable, these inspections provide SAF/IG credible, independent assessments of Air Force operational readiness, efficiency, discipline, morale, economy, and effectiveness, as well as assist in oversight of the Air Force inspection system.

4.4.1. IG Team Augmentation. On request, AFIA inspectors may augment MAJCOM IG teams during inspections of field units. AFIA augmentees do not write a separate report. Rated inspectors with current medical and physiological training prerequisites may fly as observers in unit aircraft when appropriate to their inspection role.

4.4.2. Contingencies and Combat. AFIA inspectors may deploy to forward locations and field headquarters during contingency and/or combat operations to observe processes and recommend solutions to readiness problems beyond the control of the local Air Force field commander. These visits require approval by the appropriate unified command. This is not an inspection, but is an opportunity for an independent and impartial Air Force-level team to analyze systemic readiness problems that may need HQ USAF or higher-level attention. Refer also to War Mobilization Plan, Volume 1, Annex O.

4.5. Inspector General Directed Investigation (IGDI). An IGDI is a high-priority investigation directed by the Inspector General. These investigations are usually time sensitive and findings and recommendations are of significant interest to the Air Force, members of Congress, or the general public. The Inspector General approves all requests for IGDIs.

4.6. TIG Brief Magazine . AFIA publishes *TIG Brief* (AFRP 90-1) which provides authoritative guidance and information to commanders, inspectors general, inspectors, and Air Force supervisors and leaders at all levels of command. Anyone may submit articles to AFIA public affairs. Articles should relate anticipated or actual problems, recommendations to improve management, safety, security, inspection or operational techniques, crosstell of lessons learned, best practices, or contemporary issues of interest to the Air Force.

4.7. Report Handling.

4.7.1. Eagle Look Management Reviews may be released in whole or in part within DOD at AFIA/CC discretion while ensuring the privileged status of the reports is protected. Summary reports of the management reviews may be published in TIG Brief Magazine or other publications if approved by SAF/IG. AFIA/CC will maintain a record of the official requests for Eagle Look Management Reviews processed by the agency.

4.7.2. Compliance Inspections and Health Services Inspections are privileged documents and may be released in whole or in part only within DOD with the express approval of AFIA/CC while ensuring the privileged status of the reports is protected. Compliance Inspections and Health Services Inspections are routinely released to the unit, their MAJCOM and the Air Staff. Summary reports of Health Services Inspections may be published within the Air Force if approved by AFIA/CC. AFIA/CC will maintain a record of the official requests for CIs and HSIs.

4.7.3. Inspector General Directed Investigations are privileged documents and may be released in whole or in part by SAF/IG in accordance with AFI 90-301.

4.8. Forms Adopted. AF Form 55, **Employee Safety and Health Record,** AF Form 623, **Individual Training Record,** and DD Form 2648, **Preseparation Counseling Checklist**. Maintain and dispose of AF Form 623 in accordance with AFI 36-2201 and DD Form 2648 in accordance with AFI 36-3022.

4.8. (USAFE) Forms Adopted: AF Form 673, **Request to Issue Publication**; AF Form 847, **Recommendations for Change of Publication**; AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty**; AF Form 1480B, **Adult Preventive and Chronic Care Flowsheet Continuation Sheet;** AFTO Form 781A, **Maintenance Discrepancy and Work Document;** DD Form 1387-2, **Special Handling Data/Certification;** DD Form 2766**, Adult Preventive and Chronic Care Flowsheet;** SF Form 88**, Report of Medical Examination.**

RAYMOND P. HUOT, Lt Gen, USAF
The Inspector General

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-301, *Responsibilities of the Air Reserve Component (ARC) Forces*

AFI 10-2501, *Full Spectrum Threat Response (FSTR), Planning and Operations*

AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Material*

AFI 11-299, *Nuclear Airlift Operations*

AFI 14-104, *Oversight of Intelligence Activities*

AFI 31-401, *Information Security Program Management*

AFI 63-124, *Performance-Based Service Contracts (PBSC)*

AFMAN 10-2602, *Nuclear, Biological, Chemical, and Conventional (NBCC) Defense Operations and Standards*

AFMAN 36-2105, *Officer Classification*

AFMAN 37-139, *Records Disposition Schedule*

AFI 90-301, *Inspector General Complaints*

AFI 91-101, *Air Force Nuclear Weapons Surety Program*

AFI 91-104, *Nuclear Surety Tamper Control and Detection Programs*

AFMAN 91-201, *Explosives Safety Standards*

AFI 91-202, *The US Air Force Mishap Prevention Program*

AFI 91-204, *Safety Investigations and Reports*

AFPD 90-2, *Inspector General-The Inspection System*

AFRP 90-1, *TIG Brief*

ANGI 90-201, *The Inspection System*

CJCSI 3261.02, *Recapture and Recovery Response Force Guidance*

DODD 3150.2, *DOD Nuclear Weapon System Safety Program,* December 1996

DOD 5200.1-R, *DOD Information Security Program,* January 1997

DOD 5400.7-R/AFSUP 1, *DOD Freedom of Information Act Program,* July 1999

DOD C-5210.41M, *DOD Nuclear Weapon Security Manual*

TO 11N-25-1, *DOD Nuclear Weapons Technical Inspection System,* March 2000

Abbreviations and Acronyms

ADR—Airfield Damage Repair

AFAA—Air Force Audit Agency

AFI—Air Force Instruction

AFIA—Air Force Inspection Agency

AFMIA—Air Force Manpower and Innovation Agency

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFSC—Air Force Safety Center

ANG—Air National Guard

ARC—Air Reserve Component

ATO—Air Tasking Order

ATSO—Ability to Survive and Operate

C-CW—Counter-Chemical Warfare

CARS—Corrective Action Report Status

CCCA—Common Core Compliance Area

CCRC—Common Core Readiness Criteria

CI—Compliance Inspection

CSAF—Chief of Staff, United States Air Force

CSAI—Contracted Support Activity Inspection

DCS—Deputy Chiefs of Staff

DTRA—Defense Threat Reduction Agency

DTRA AO—Defense Threat Reduction Agency Albuquerque Operations

DNSI—Defense Nuclear Surety Inspection

DOC—Designed Operational Capability

DOD—Department of Defense

DRU—Direct Reporting Unit

EOD—Explosive Ordnance Disposal

FOA—Field Operating Agency

FOUO—For Official Use Only

FSTR—Full Spectrum Threat Response

HQ AFIA/AI—HQ AFIA, Acquisition Inspection Directorate

HQ AFIA/CC—HQ AFIA, Commander

HQ AFIA/FO—HQ AFIA, Field Operations Directorate

HQ AFIA/MS—HQ AFIA, Mission Support Directorate

HQ AFIA/SG—HQ AFIA, Medical Directorate

HQ AFSC—Headquarters Air Force Safety Center

HQ AFSC/SEW—HQ AFSC, Weapons, Space, Nuclear Safety Division

HQ USAF—Headquarters United States Air Force

HQ USAF/XOI—HQ USAF, Intelligence, Surveillance and Reconnaissance

HQ USAF/SE—HQ USAF, DCS Safety

HQ USAF/XO—HQ USAF, DCS, Air and Space Operations

HQ USAF/ILM—HQ USAF, DCS, Installation and Logistics, Maintenance Division

HSI—Health Services Inspection

IDS—Intrusion Detection System (see para **3.2.**)

IDS—Integrated Deployment System (see para **A5.2.4.7.**)

IG—Inspector General

IGDI—Inspector General Directed Investigation

INSI—Initial Nuclear Surety Inspection

IO—Information Operations

IO—Intelligence Oversight

JNSI—Joint Nuclear Surety Inspection

LIMFAC—Limiting Factor

LNSI—Limited Nuclear Surety Inspection

MAJCOM—Major Command

METL—Mission Essential Task List

MMNSI—Multi-MAJCOM Nuclear Surety Inspection

MUNSS—Munitions Support Squadron

NBC—Nuclear, Biological, Chemical

NBCC—Nuclear, Biological, Chemical, Conventional

NGB—National Guard Bureau

NMC—Not Mission Capable

NORI—Nuclear Operational Readiness Inspection

NSI—Nuclear Surety Inspection

OPLAN—Operation Plan

OPR—Office of Primary Responsibility

OPSEC—Operations Security

ORI—Operational Readiness Inspection

OSD—Office of the Secretary of Defense

OSHA—Occupational Safety and Health Administration

PNAF—Prime Nuclear Airlift Force

PRP—Personnel Reliability Program

RIA—Recommended Improvement Area

RSP—Render Safe Procedures

SAF—Secretary of the Air Force

SAF/GC—SAF, General Counsel

SAF/IG—SAF, Inspector General

SAF/IGI—SAF/IG, Director of Inspections

SECAF—Secretary of the Air Force

SI—Surveillance Inspection

SII—Special Interest Item

TIG—The Inspector General

T.O.—Technical Order

WR—War Reserve

WRM—War Reserve Materiel

WSI—Weapons Safety Inspection

Terms

Assess—To appraise or evaluate. Independent evaluation of the efficiency or effectiveness of a policy, process, or outcome by an organization that did not develop the policy or process.

Access Deficiencies—Access occurs when an unauthorized individual(s) has close proximity to a nuclear weapon, weapon system, or critical component in such a manner as to allow the opportunity to tamper with or damage the weapon, system, or component. Consider these deficiencies when evaluating all other areas.

Best Practice—A superior method or innovative practice that contributes significantly to improved performance of a process.

Closure—The process of a unit arriving at a specified location. It begins when the first element arrives at a designated location, e.g., port of entry and/or port of departure, intermediate stops, or final destination, and ends when the last element does likewise.

Combined Inspection—The combination of more than one type of inspection into one IG visit.

Common Core Compliance Area (CCCA)—Key processes, procedures, or requirements based on

by-law requirements, executive orders, DOD directives, Air Force, MAJCOM, or applicable Air National Guard instructions.

Common Core Readiness Criteria (CCRC)—Criteria that establishes an Air Force-wide common readiness standard for evaluation of like units or organizations.

Defense Nuclear Surety Inspection (DNSI)—A Nuclear Surety Inspection (NSI) conducted by the Defense Threat Reduction Agency (DTRA).

Eagle Look—Independent and objective management review of key Air Force-wide processes requested by senior leadership.

Excellent—The grade given to indicate performance or operation exceeds mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed and relatively free of deficiencies.

Finding—For NSIs, ORIs, UCIs, and NORIs, a Critical, Major, or Minor Deficiency.

Inspector General Directed Investigation (IGDI)—A high priority investigation directed by The Inspector General.

Initial Nuclear Surety Inspection (INSI)—An inspection to evaluate a unit's readiness to assume or resume a nuclear mission or to evaluate and certify new or significantly modified maintenance and storage facilities or significant changes to weapons systems or portions thereof.

Limiting Factor (LIMFAC)—A factor or condition that, either temporarily or permanently, impedes mission accomplishment. Illustrative examples are transportation network deficiencies, lack of in-place facilities, malpositioned forces or materiel, extreme climatic conditions, distance, transit or overflight rights, political conditions, etc.

Limited Nuclear Surety Inspection (LNSI)—A limited scope inspection which does not evaluate all NSI areas applicable to the unit. Conducted for a variety of reasons, it does not alter the 18-month NSI requirement.

Joint Nuclear Surety Inspection—A nuclear surety inspection conducted jointly by the Defense Threat Reduction Agency (DTRA) and a MAJCOM IG Team. (Reference TO 11N-25-1)

Marginal—The grade given to indicate performance or operation does not meet some mission requirements. Procedures and activities are not carried out in an efficient manner. Resources and programs are not efficiently managed. Deficiencies exist that impede or limit mission accomplishment.

Minimum Notice—Inspection notice given to a unit prior to the inspection; should be the minimum necessary for scheduling and practical preparation time.

Nuclear-Capable Unit—A wing, group, squadron, or other designated element that does not necessarily possess nuclear weapons but has a mission to receive, store, handle, test, maintain, transport, load and unload, mate and demate, stand alert, or perform strike missions with nuclear bombs or warheads. An Explosive Ordnance Disposal (EOD) team with a level of nuclear capability (full capability nuclear support) maintained by units that support nuclear weapon storage areas, one or more consolidated support bases storing these systems, or a location identified by Air Mobility Command (AMC) as a primary throughput or divert-location. US custodial units supporting non-US delivery organizations are nuclear-capable units.

Nuclear Surety Inspection (NSI)—An inspection to evaluate a unit's capability to manage nuclear

resources while complying with all nuclear surety standards.

Operational Readiness Inspection (ORI)—An evaluation of operational readiness or ability to conduct combat operations in wartime for any unit with a wartime mission. The unit is evaluated on how well it can respond, employ forces, provide mission support, and survive and operate in a combat environment.

Outstanding—The grade given to indicate performance or operation far exceeds mission requirements. Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Minimal deficiencies exist.

Oversight—The watchful management or supervision of the implementation of policy performed by the agency responsible for development of that policy.

Readiness—The ability of US military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels:

a. **Unit Readiness**--The ability to provide capabilities required by the combatant commanders to execute their assigned missions. This is derived from the ability of each unit to deliver the outputs for which it was designed.

b. **Joint Readiness**--The combatant commander's ability to integrate and synchronize ready combat and support forces to execute his assigned missions.

Recommended Improvement Area—An identified process, product, or capability which could be improved by a suggested course of action.

Resource Availability—Includes personnel, equipment, or authorized repair parts. Failure results from shortages within the unit's control, preventing required nuclear weapon technical operations.

Satisfactory—The grade given to indicate performance or operation meets mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are efficiently managed. Minor deficiencies may exist but do not impede or limit mission accomplishment.

Special Interest Item (SII)—A tool to focus management attention, gather data, and assess the status of specific programs and conditions in the field. SIIs are evaluated by IG inspectors using inspection guides and grading criteria provided by the SII sponsoring agency.

Unsatisfactory—The grade given to indicate performance or operation does not meet mission requirements. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed. Significant deficiencies exist that preclude or seriously limit mission accomplishment.

Attachment 1 (USAFE)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-201, *Status of Resources and Training System*

AFMAN 10-206 and USAFE Sup, *Operational Reporting*

AFI 10-211, *Civil Engineering Contingency Response Planning*

AFI 10-212, *Air Base Operability Program*

AFI 10-419, *Dual Capable Aircraft, Nuclear Training, Planning and Operational Procedures, F-15E/ F-16 (Classified)*

AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*

AFI 10-2502, *USAF Weapons of Mass Destruction (WMD) Threat Planning and Response Handbook*

AFI 31-207, *Arming and Use of Force by Air Force Personnel*

AFI 32-4002 and USAFEI 32-4002, *Hazardous Material Emergency Planning and Response Program*

AFMAN 32-4004, *Emergency Response Operations*

AFMAN 32-4005, *Personnel Protection and Attack Actions*

AFPD 33-2, *Information Protection*

AFMAN 33-326, *Preparing Official Communications*

AFI 33-360, Volume 1, *Air Force Content Management Program -Publications*

AFI 51-401, *Training and Reporting to Ensure Compliance with the Laws of Armed Conflict*

AFI 91-112, *Safety Rules for US Strike Aircraft*

AFI 91-113, *Safety Rules for Non-US NATO Strike Aircraft*

ACO Directive 75-5, *Training In Nuclear Weapons Loading*

ACO Directive 75-6, *Special Weapons Training for Strike Aircrews*

ACO Directive 80-6, Volume 2, Part II, USEUCOM Directive 60-12, *Nuclear Surety Management for the WS3*

USCINCEUR AT/FP OPORD 01-01, *USEUCOM Antiterrorism-Force Protection*

DoD Instruction 2000.12, *DoD Antiterrorism/Force Protection*

DoD Instruction 3150.8-M, *Nuclear Weapon Accident Response Procedures*

ELO-1, *Host Nation Fire Fighting Guidance*

Installation FSTR Plan 10 - 1

Installation WMD Plans/Annexes

Installation Medical contingency Response Plans

JUH-MTF, Joint Users Handbook - *Message Text Format*

Command EOD IED/WMD inspection guide

EUCOM Directive 60-12

USAFE Emergency Action File (EAF) Volume 1

US Air Force EOD WMD CONOPS

US Air Force EOD ARTS CONOPS

USEUCOM Emergency Action Procedures Volume 1, dated 01 May 2002 (Classified)

Local contingency plans and checklists

Abbreviations and Acronyms

ACCA—Aircrew Chemical Control Area

ACDE—Aircrew Chemical Defense Ensemble

ACO—Allied Command Operations

AF—Augmentation Force

AFS—Air Force Specialty Code

AFWUS—Air Force Wide UTC Availability and Tasking Summary

AGE—Aerospace Ground Equipment

AI—Associate Inspectors

AOR—Area of Responsibility

ASM—Aircraft Sustainability Model

BDOC—Base Defense Operations Center

BSP—Base X Support Plan

CAT—Crisis Action Team

CBWDE—Chemical biological warfare defense ensemble

CCA—Contamination Control Area

CCGI—Core Compliance Guide Item

CDF—Cargo Deployment Function

CGI—Compliance Guide Item

CE—Civil Engineer

CED—Contingency Exercise Deployment

COMSEC—Communications Security

COMPES—Contingency Operation Mobility Planning and Execution System

COMPUSEC—Computer Security

COMUSAFE—Commander USAFE

CP—Command Post

CWDE—Chemical Warfare Defense Ensemble

DCC—Deployment Control Center Sim/Devs--Simulation/Deviations

DPU—Deployment Processing Unit

DRMD—Deployment Requirements Manning Document

EA—Emergency Action

EAL—Entry Authorization List

EAM—Emergency Action Message

ECM—Electronic Countermeasures

ECP—Entry Control Point

ECS—Expeditionary Combat Support

EET—Exercise Evaluation Team

EF—Euro Flash

ENDEX—End of Exercise

FIG—Functional Implementation Guide

FMC—Fully Mission Capable

FPCON—Force Protection Condition

FWA—Fraud, Waste and Abuse

GSU—Geographically-Separated Unit

HHQ—Higher Headquarters

IED—Improvised Explosive Device

IA—Individual Augmentation

IDP—Installation Deployment Plan

IDS—Intrusion Detection System

IRC—Inspection Record Card

ISP—Installation Security Plan

JOPES—Joint Operation Planning and Execution System

JSSI—Joint Safety and Security Inspection

JTA—Joint Technical Arrangements

LMR—Land Mobile Radio

LMSA—Logistic Module Stand-Alone

LOAC—Law of Armed Conflict

LOGMOD—Logistics Module

MANPER-B—Manpower Personnel-Base level

MESL—Mission Essential Subsystem List

MOB—Main Operating Base

MOC—Maintenance Operations Center

MOD—Ministry of Defense

MPF—Military Personnel Flight

MQF—Master Question File

MQT—Mission Qualification Training

MRE—Meals Ready-to-Eat

MRSP—Mobility Readiness Spares Package

MSK—Mission Support Kit

MTP—Master Training Plan

NAF—Numbered Air Force

NATO—North Atlantic Treaty Organization

NATREP—US National Representative

NCE—Nuclear Certified Equipment

NET—no earlier than

OPORD—Operations Order

OPREP—Operational Report

OSI—Office of Special Investigation

PAL—Permissive Action Link

PDF—Personnel Deployment Function

PERSCO—Personnel Support For Contingency Operations

PHA—Preventive Health Assessment

PMC(M/S)—Partially Mission Capable (Maintenance/Supply)

PNAF—Primary Nuclear Airlift Force

POL—Petroleum, Oil, Lubricants

QAE—Quality Assurance Evaluator

RAV—Readiness Assessment Visits

RC—Reinforcement capability

RF—Response Force

ROE—Rules of Engagement

RST—Reference Start Time

SAV—Staff Assistance Visit

SF—Security Forces

SITREP—Situation Report

SOF—Supervisor of Flying

SORTS—Status of Resource and Training Systems

SPIN—Special Instruction

SRC—Survival Recovery Center

TAC EVAL—Tactical Evaluation

TCO—Transportation Control Officer

TDY—Temporary duty

TPC—Two-person Control

TPFDD—Time-Phased Force and Deployment Data

UCI—Unit Compliance Inspection

UIF—Unfavorable Information File

URC—Universal Release Code

USAFE—United States Air Forces Europe

USEUCOM—United States European Command

USMTF—United States Message Text Format

UTC—Unit Type Code

UXO—Unexploded Ordnance

WLT—Weapons Loading Training

WMD—Weapons of Mass Destruction

WOC—Wing Operations Center

WSM—Weapons Safety Manager

Terms

Aircrew Chemical Control Area (ACCA)—A self-sustaining aircrew-only decontamination control area that minimizes cross contamination to aircrews and is manned by certified aircrew life support specialists.

Aircrew Chemical Defense Ensemble (ACDE)—Individually fitted aircrew-unique chemical protective equipment for the sole purpose of protecting operators flying into and out of a chemically contaminated

environment.

Complies—In compliance with intent of all major aspects of applicable directives. Few if any discrepancies noted. Any discrepancy noted does not impede or limit mission accomplishment and, or result in legal liabilities or penalties.

Complies With Comments—Areas for improvement. In compliance with all major aspects of applicable directives. Deficiencies exist which impede or limit mission accomplishment and/or could potentially result in legal liabilities or penalties.

Crisis Action Team (CAT)—Command and staff personnel assembled to respond to contingency or emergency situations. Battle staff is a synonymous term.

Core Compliance Guide Item (CCGI)—Items identified by HQ USAFE directorates as key result areas for successful mission accomplishment including, but not limited to, items where non-compliance could result in serious injury, loss of life, excessive cost, litigation, or affect system reliability. These requirements may be mandated by law, Executive Order, DoD directive, safety or Air Force and USAFE strategic plans.

Compliance Guide Item (CGI)—Areas that require special vigilance and are important to the overall performance of the unit. Non-compliance would result in some negative impact on mission performance or could result in injury, unnecessary cost, or litigation.

Critical Finding—For NSIs, those which preclude or prevent unit capability to meet a primary surety responsibility as defined in TO 11N-25-1 and AFI 90-201.

Designed Operational Capability (DOC)—A unit DOC is the mission for which a measured unit has been equipped, organized, designed or tasked. While all measured combat, combat support, and combat service support units must have a primary DOC, some units may have more than one DOC based on additional taskings. It serves as a basis for SORTS reporting.

Does Not Comply--Not in compliance —Deficiencies exist that preclude or prevent mission accomplishment. These deficiencies have a high probability to result in significant legal liabilities or penalties, injury, loss of life, excessive cost, litigation, or adverse mission impact.

Force Health Protection (FHP)—Promotion of a healthy, fit, and medically ready force through a continuous health surveillance program which identifies the human as a weapon system and emphasizes disease prevention, environmental surveillance, and health promotion as keys to maintenance and deployment of a robust force.

Forward Operating Base (FOB)—An airfield used to support operations without establishing full support facilities. The base may be used for an extended time period.

Fraud Waste and Abuse (FWA) Item—An actual or potential fraudulent, wasteful, or abusive practice involving government resources (funds, property, materiel, personnel, etc.) as defined in AFI 90-301, Inspector General Complaints.

Functional Implementation Guides—A checklist, published by USAFE Staff Directorates, containing unit level criteria required to implement AFI 90-201 and the USAFE Supplement.

Higher Headquarters Item—Any finding that requires action from a higher level to resolve. These items are written in the appropriate tab of the report and also in the higher headquarters section.

Major Finding—For NSI/JSSI, those deficiencies which impede or limit unit capability to meet a

primary surety responsibility as defined in TO 11N-25-1 and AFI 90-201.

Operations Plan (OPLAN)—Any plan, except for the Single Integrated Operation Plan (SIOP), for the conduct of military operations. Plans are prepared by Combatant Commanders in response to requirements established by the Chairman of the Joint Chiefs of Staff and by commanders of subordinate command, in response to requirements tasked by the establishing unified commander. Operation plans (OPLAN) are prepared either in the complete format of an OPLAN or as a concept Plan (CONPLAN). An OPLAN can be used for the conduct of joint operation and, or as a basis for development of an operations order. An OPLAN identifies the forces and supplies required to execute the combatant commander's Strategic Concept and a movement schedule of these resources to the theater of operations. The forces and supplies are identifies in time-phased force deployment data (TPFDD) files. OPLANs will include all phases of tasked operations. The plan is prepared with the appropriate annexes, appendixes and TPFDD files as described in the JOPES manuals containing planning policies, procedures and formats.

Prime Nuclear Airlift Force (PNAF) Wing—A USAFE airlift wing with a squadron or squadrons identified to perform programmed logistic airlift of nuclear weapons.

Readiness Criteria (RC)—Areas deemed necessary by functional managers that require special vigilance and are important to the overall performance of the unit. Not adhering to RC could result in some negative impact on mission performance. Standard sentence case is used to identify RCs.

Repeat Finding—A finding reported in the unit's previous inspection report or a recent audit agency report that exists during the current inspection. A repeat finding exists only if the item was a finding in that unit's most recent inspection or audit report.

Safety Violations—Unsafe acts or conditions which result in or, in the judgment of an inspector, could result in, damage to aircraft, equipment and/or injury to personnel.

Simulate—A direction or approval by HQ USAFE/IG to not perform specific actions. When a unit receives an instruction to simulate, it will take all preparatory steps, such as drafting messages, reviewing checklists or instructions and reporting simulated completion to the appropriate authority.

Sortie—An operational flight by one aircraft not to exceed one takeoff and one full-stop landing.

Status of Resources and Training System (SORTS)—The JCS-controlled and automated system which provides authoritative identification, location, and resource information to the National Command Authority and the Joint Staff.

Strengths—Clearly better than satisfactory performance. Particularly good management practices, and efficient and economical procedures are strengths. A statement indicating the unit personnel are doing their job, is not a strength.

Unit Type Code (UTC)—A five-character, alphanumeric code that uniquely identifies each type of unit of the Armed Forces.

Weapon System—A composite of equipment, skills, and techniques that form an instrument of combat. The term includes the aircraft and all of the facilities, equipment, materiel, services and personnel required in an operational environment.

Wing Operations Center (WOC)—Provisional (deployed) wing or group commander's battle staff and executive command and control agency; operationally integrated collection of functional work centers which manage unit-assigned, mission-essential forces and resources needed to generate aircraft, aircrew

loads, and deployable mission support elements at bed-down locations in order to satisfy higher headquarters-directed taskings.

Attachment 2

INSPECTION REQUIREMENTS FOR MAJOR NUCLEAR MISSION CHANGES

ITEM	A Type of change	B Primary Unit Functions Affected	C Type of Inspection	D When Inspected	E Remarks
1	Assuming or resuming nuclear mission or relocation of the unit.	All unit functions.	INSI	Before introducing weapons into the unit or resuming tasks.	INSI is required for units who do not meet the 18-month require-ment (see Note 4).
2	Certifying new or significantly modified maintenance or storage facilities (see Note 5).	Appropriate inspection areas.	INSI	Before introducing weapons into the new or modified facility.	INSI may be included as part of a scheduled NSI. Evaluate design, construction, security policies, and procedures (see notes 1 and 2).
3	Activating new noncombat delivery squadron (PNAF).	Appropriate wing and squadron functions.	INSI	Before conducting any operations involving nuclear weapons.	When changing PNAF squadrons within a wing, wing agencies do not require reevaluation during the INSI if their support functions remain unchanged by the squadron conversion.
4	New weapon type.	Maintenance, loading, supply, and EOD.	INSI	Before receiving the first new weapon.	INSI may be included as part of a scheduled NSI.
5	New type of delivery system.	Loading or mating and EOD.	INSI	Before loading or mating to new delivery system.	INSI may be included as part of a scheduled NSI.
6	Certifying or recertifying a unit assigned a contingency nuclear mission.	Applicable functions and programs.	INSI or LNSI (see note 3)	Before conducting any operations involving nuclear weapons.	If the unit deploys and handles war reserve weapons during exercises, accomplish the inspection 90 calendar days before deployment.

NOTES:

1. An INSI may be conducted on one or more facilities that are typical of new construction at a base. If no other similar structures or facilities are modified after the INSI of typical structures, an inspection of other structures or facilities is not required. If new structures or facilities are located in a specific area (alert area or weapons storage area) and all of the area is affected, inspect the entire area after construction is completed.
2. An INSI of new security intrusion detection systems is required after satisfactory completion of the Phase III testing. Significantly modified intrusion detection systems must be recertified by an INSI or MAJCOM SF staff. Significant modifications include added, removed, or modified sensors not part of the original certified system, change to source code on computer based intrusion detection system, or installation of new software (this does not include upgrades to existing software that have been properly certified). The responsible MAJCOM must certify the system for operational use.
3. An INSI is required if the unit is being certified for the first time for its contingency nuclear mission or if the 18-month certification is expired. An LNSI may be conducted (in lieu of an NSI) if the unit had an NSI within 18 months, but a subordinate unit requires certification. (***EXAMPLE:*** A wing with two combat delivery squadrons tasked for a contingency nuclear capability receives an INSI, but only one of its two squadrons is certified. An LNSI may be accomplished if the second combat delivery squadron is subsequently tasked to demonstrate capability and the required certification inspection occurs within 18 months of the wing's last inspection. Under these circumstances, the MAJCOM inspection team must decide whether to accomplish an LNSI or NSI.)
4. An INSI is required if the unit has not had an NSI within the 18-month requirement unless a waiver was approved by SAF/IG. The unit will be decertified and cease all nuclear critical tasks until the INSI is complete. The MAJCOM CC is responsible for insuring the safety and security of all Nuclear assets during the interim period between decertification and recertification.
5. Significance of modification will be determined by the responsible MAJCOM functional(s) in coordination with AFSC/SEW.

Attachment 3

MESSAGE FORMAT FOR NUCLEAR SURETY INSPECTIONS

FROM: (MAJCOM) IG TEAM (Base and Functional Address Symbol)
TO: (MAJCOM) (Base)//CC/(Appropriate Staff)//
(Numbered Air Force, if applicable) (Base)//CC//
(Wing, Group, or Squadron) (Base)//CC//
INFO: HQ USAF WASHINGTON DC//SEI/XOF/XON/ILMW//
HQ AFSC KIRTLAND AFB NM//CC/SEW//
HQ AFIA KIRTLAND AFB NM//CC//
NCCS SUPPORT STAFF WASHINGTON DC//
OSAF WASHINGTON DC//IGI//
DTRA AO KIRTLAND AFB NM//NSSI//

(Security classification) - (FORMERLY RESTRICTED DATA - ATOMIC ENERGY ACT 1954, if applicable) - PRIVILEGED DOCUMENT--REF AFI 90-201

(***NOTE:*** Assign a classification according to message content; simply associating an INSI, NSI, or LNSI with specific units is normally unclassified. Refer to applicable classification guides for specific guidance.)

MSGID/GENADMIN/PACAF IG (who is sending the report)//
SUBJ/INITIAL NUCLEAR SURETY INSPECTION (INSI) REPORT// (or)
/NUCLEAR SURETY INSPECTION (NSI) REPORT// (or)
/LIMITED NUCLEAR SURETY INSPECTION (LNSI) REPORT//
(Use appropriate subject.)
POC/(name)/(rank)/(office sym)/(location)/TEL: DSN (number)// (optional)
GENTEX/REMARKS/

1. REFERENCE: (Include all applicable documents; e.g., for reinspections, refer to the message report and date of the previous inspection.)

2. INSPECTION AUTHORITY: THE (MAJCOM) IG TEAM CONDUCTED AN (INSI, NSI, or LNSI) OF THE (unit and base) ON (inclusive dates) ACCORDING TO AFI 90-201. THE INSPECTION TEAM CHIEF WAS (grade and name).

3. SYSTEMS INSPECTED AND AREAS OBSERVED: (Identify each weapon system, e.g., MK 12). THE TECHNICAL OPERATION OR OBSERVATIONS CORRESPOND TO AFI 90-201 AND THE (MAJCOM) SUPPLEMENT. (Indicate war reserve, e.g., -1A on B61 WR; or training unit, e.g., parachute exchange on B43 TR.) Give the reason for omitting any technical operations required in TO 11N-25-1, Table 2-3. State specific EOD operations observed; e.g., render safe procedures on specific type of weapon. If another unit or command was responsible for EOD or security support, include the following: THE INSPECTION INCLUDED AN EVALUATION OF THE TECHNICAL (EOD or SECURITY) SUPPORT PROVIDED BY (unit, base, and command). (Report findings in paragraphs 5 and 6 below, if applicable.)

4. UNIT INSPECTION RATING: [For an INSI: READY or NOT READY; for an NSI or LNSI: SATISFACTORY, UNSATISFACTORY, or SATISFACTORY (SUPPORT UNSATISFACTORY).]

5. LIMITING FACTORS: (If any, describe each problem in detail and indicate its effect on the unit mission. Identify the functional manager responsible for corrective action and indicate if the support organization or higher command failed to provide required support. Include appropriate references and describe corrective action taken during the inspection.)

6. CRITICAL/MAJOR DEFICIENCIES: (If any, describe as in paragraph 5 above. Identify any deficiency that has a major impact on nuclear surety or is a factor in a less than “Satisfactory” rating. Include appropriate references and describe any corrective action taken during the inspection.)

7. OTHER SIGNIFICANT INFORMATION: (Include MAJCOM special subjects related to nuclear surety that were evaluated. Provide concurrence or nonconcurrence statements from DTRA or AFSC for SIs or LNSIs.)

8. PROCESSING OF REPORT: (Report processing is required, when a critical/major deficiency is not corrected before the inspection is completed or when the corrective action is an interim measure. If required, specify items to be answered.)

Attachment 4

MESSAGE FORMAT (EXTRACT) FOR NUCLEAR SURETY INSPECTIONS

FROM: (MAJCOM) IG TEAM (Base and Functional Address Symbol)
TO: (MAJCOM) (Base)//CC/(Appropriate Staff)//
(Numbered Air Force, if applicable) (Base)//CC//
(Wing, Group, or Squadron) (Base)//CC//
INFO: HQ USAF WASHINGTON DC//SEI/XOF/XON/ILMW//
HQ AFSC KIRTLAND AFB NM//CC/SEW//
HQ AFIA KIRTLAND AFB NM//CC//
NCCS SUPPORT STAFF WASHINGTON DC//
OSAF WASHINGTON DC//IGI//
(Security classification) - (FORMERLY RESTRICTED DATA - ATOMIC ENERGY ACT 1954, if applicable) - PRIVILEGED DOCUMENT--REF AFI 90-201

MSGID/GENADMIN/ACC IG (who is sending the report)//
SUBJ/INITIAL NUCLEAR SURETY INSPECTION (INSI) EXTRACT REPORT// (or)
/NUCLEAR SURETY INSPECTION (NSI) EXTRACT REPORT// (or)
/LIMITED NUCLEAR SURETY INSPECTION (LNSI) EXTRACT REPORT//
(Use appropriate subject.)
POC/(name)/(rank)/(office sym)/(location)/TEL: DSN (number)// (optional)
GENTEX/REMARKS/

1. REFERENCE: (Include all applicable documents.)

2. THIS EXTRACT REPORT COVERS (LIMITING FACTORS or CRITICAL/MAJOR DEFICIENCIES) NOTED DURING AN (INSI, NSI, or LNSI) OF THE (unit and base) CONDUCTED ON (inclusive dates) ACCORDING TO AFI 90-201. THE INSPECTION TEAM CHIEF WAS (grade and name).

3. THE (unit) IS A TENANT ON (base). AS OUTLINED IN THE SUPPORT AGREEMENT (give a description of the agreement and the date), THE (organization) WAS RATED (rating). (Include the following, if applicable): THE (organization) HAS NOT FURNISHED ADEQUATE SUPPORT, WHICH RESULTED IN THE FOLLOWING (LIMITING FACTORS or CRITICAL/MAJOR DEFICIENCIES):

(Describe the limiting factors or critical/major deficiencies; identify the functional manager responsible for corrective action; and provide appropriate references.)

4. (Include remarks, if any.) (If applicable, provide the name of the representative from the MAJCOM not conducting the inspection as follows): THE (MAJCOM) REPRESENTATIVE (name) (CONCURRED or NONCONCURRED) WITH THIS EXTRACT REPORT.

5. PROCESSING OF THIS REPORT ACCORDING TO AFI 90-201, PARAGRAPH **3.9.**, (IS/IS NOT) REQUIRED.

Attachment 5

READINESS INSPECTIONS

A5.1. Major Graded Areas and Subareas. Units with a wartime or contingency mission will be evaluated in four major areas: initial response, employment, mission support, and the ability to survive and operate in a hostile environment. IGs will apply the common core readiness criteria (described in paragraph **2.2.4.**) to each of the applicable major graded areas and subareas. Major graded areas can be evaluated at either home-station or a deployed location. If evaluated at home station, the IG will provide the simulated wartime scenario.

A5.1. (USAFE) Functional Inspection Guides (FIG), published by USAFE Staff Directorates, contain the specific criteria required to implement this Attachment.

A5.2. Initial Response.

A5.2.1. **Command and Control. (C2).** Evaluate the effectiveness of those initial response actions performed by the Wing Battle Staff, the Wing Command Post, the Maintenance Operations Center and other wing C2 agencies which affect the entire unit's ability to respond to initial deployment tasking.

A5.2.1.1. Determine if the Global Status of Resources and Training System (GSORTS) and Air Expeditionary Force Reporting Tool (ART) reporting is timely, accurate, and properly classified.

A5.2.1.2. Evaluate Unit Manning Document and Deployed Requirements Manning Document for accuracy.

A5.2.1.3. (Added-USAFE) The HQ USAFE/IG will evaluate the following additional areas under Command and Control:

A5.2.1.3.1. (Added-USAFE) Alert Recall

A5.2.1.3.2. (Added-USAFE) OPSEC/Communications Security (COMSEC) Procedures

A5.2.1.3.3. (Added-USAFE) Intelligence

A5.2.1.3.4. (Added-USAFE) Weather Support

A5.2.1.3.5. (Added-USAFE) Communications and Information Support.

A5.2.2. **Employment Readiness**

A5.2.2.1. Evaluate aircraft generation, deployment, and regeneration

A5.2.2.1.1. (Added-USAFE) Aircraft Generation/Regeneration. Evaluation contains all elements associated with the generation/regeneration of the wing's aircraft. Wings with two or more operational squadrons may be tasked to simultaneously generate/regenerate aircraft from more than one squadron. At least one squadron will be tasked for deployment (simulated or actual) and regeneration.

A5.2.2.1.1.1. (Added-USAFE) Number/Timing of Generated/Regenerated Aircraft. The number/timing of aircraft generated/regenerated according to the DEPORD/ATO is critical. The tasked squadron(s) will generate/regenerate enough primary and spare aircraft to support tasking.

A5.2.2.1.2. (Added-USAFE) Aircraft Deployment. Units will demonstrate their ability to deploy to a forward operating location. The IG will evaluate the capability of a unit to deploy its generated aircraft and the procedures used during deployment operations. Deployment mission may include aerial refueling. Aircraft unable to complete aerial refueling due to refueling system malfunction or pilot inability will not be considered deployed.

A5.2.2.2. Evaluate Operations

A5.2.2.2.1. (Added-USAFE) Aircraft Maintenance. The aircraft maintenance function will be evaluated on its ability to manage and control assigned resources, the content and use of generation plans, technical data and safety compliance, supply support, munitions support, weapons loading activities, combat capability of generated aircraft, and quality of aircraft maintenance.

A5.2.3. **Information Operations (IO)**

A5.2.3.1. Determine if primary, secondary, and tertiary Information Operations points of contact (POCs) have been appointed.

A5.2.3.2. Determine if subordinate unit IO POCs have been designated.

A5.2.3.3. Determine whether POC deployment requirements are consistent with the unit's ability to perform IO plans/tasking.

A5.2.3.4. Determine if the unit has Military Deception plans pre-coordinated and integrated with other IO objectives and ready to implement.

A5.2.4. **Deployment Processing.**

A5.2.4.1. Determine if deployment planning is comprehensive, timely, and responsive to taskings.

A5.2.4.2. Evaluate whether the right people process with the required equipment, training, medical clearance, and documents at the right time.

A5.2.4.3. Determine if transportation is used efficiently, e.g., the minimum number of vehicles/aircraft to deploy the required people and equipment.

A5.2.4.4. Determine if the deployment process is efficiently, effectively, and safely executed.

A5.2.4.5. Evaluate whether the unit meets closure requirements.

A5.2.4.6. Determine if all reports are accomplished in the required time.

A5.2.4.7. Determine whether all required automated deployment systems are effectively used and properly managed, e.g. all components of IDS (Integrated Deployment System) (LOGMOD, MANPER-B, CMOS, and CALM) to achieve In-Transit Visibility.

A5.2.4.8. Determine if the Personnel Deployment Function (PDF) maintains accountability of people.

A5.2.4.9. Determine if they maintain and operate the Manpower and Personnel Module-B (MANPER-B) systems to meet all reporting requirements.

A5.3. Employment.

A5.3.1. **Command and Control.**

A5.3.1.1. Determine whether units are capable of performing wartime/contingency taskings within timeline provided by orders or similar authority.

A5.3.1.2. Assess the unit's ability to successfully meet unified commander taskings by maintaining the capability as outlined in the unit's designed operational capability (DOC)/Mission Essential Task Lists (METLs).

A5.3.1.3. Check adequacy and security of command, control, communications, and computer procedures with other services, commands, and users.

A5.3.1.4. Accurately interpret and execute mission in accordance with higher headquarters taskings.

A5.3.2. **Operations.**

A5.3.2.1. Evaluate unit's ability to integrate deployed location procedures and requirements into unit's plans.

A5.3.2.2. Review application of unified commander's rules of engagement (ROE) for clarity and understanding within exercise constraints.

A5.3.2.3. Evaluate established search-and-rescue (SAR) procedures within exercise constraints (flying units).

A5.3.2.4. Evaluate whether operations, equipment, and training can adequately sustain wartime or contingency requirements.

A5.3.2.5. Evaluate weapon systems proficiency against required standards/taskings.

A5.3.2.6. Validate ability to efficiently manage the crew force.

A5.3.2.7. Evaluate efforts to meet air tasking order (ATO), space tasking order (STO), or sortie generation on a daily basis.

A5.3.3. **Maintenance.**

A5.3.3.1. Evaluate sortie generation efforts to meet the ATO.

A5.3.3.2. Evaluate the Combat Munitions Plan.

A5.3.4. **Intelligence.**

A5.3.4.1. Evaluate the following Air Force Intelligence Prioritized Tasks:

A5.3.4.1.1. Provide situation awareness, threat status, to include potential adversary Information Operations (IO) threats, and target status.

A5.3.4.1.2. Participate in development of air operations tasking order/space tasking order.

A5.3.4.1.3. Consolidate, prioritize, and validate collection requirements.

A5.3.4.1.4. Assess the timely transmission of intelligence information from mission debriefing and reporting (flying units).

A5.3.4.1.5. Consolidate and report battle damage assessments.

A5.3.4.1.6. Define requirements and manage inventory for targeting and geospatial information and services (GI&S).

A5.3.4.1.7. Evaluate that national, theater, force, and unit level intelligence is coordinated and integrated into unit mission planning, execution, and mission effectiveness assessments.

A5.3.4.1.8. Evaluate threat assessment analysis for both air and ground forces.

A5.3.4.1.9. Evaluate support to Threat/Force Protection Working Groups and Tactical Deception Planning.

A5.3.4.1.10. Evaluate support and participation in Mission Planning, Threat Penetration and Target Engagement Processes.

A5.3.5. **Weather.**

A5.3.5.1. Evaluate the timeliness, accuracy, and meaningfulness of weather support to users.

A5.3.5.2. Evaluate the integration of strategic, operational and tactical weather information into unit's weather products.

A5.3.5.3. Assess ability to prepare weather products with limited data.

A5.3.5.4. Evaluate ability to accurately transmit tactical-level weather information in a timely manner.

A5.3.6. **Airfield Operations (Air Traffic Control and Airfield Management).**

A5.3.6.1. Evaluate the ability of air traffic control to provide safe, orderly, and expeditious flow of aircraft during wartime/contingency taskings while adhering to USAF, FAA, DOD, and ICAO procedures.

A5.3.6.2. Evaluate the ability of airfield management to ensure adequate airfield facilities (pavements, signs, markings, etc.) during wartime/contingency taskings.

A5.3.6.3. Evaluate Airfield Operations emergency actions procedures and checklists.

A5.3.7. **Aircrew Life Support.**

A5.3.7.1. Evaluate the ability to provide aircrews with serviceable protective, survival, and rescue equipment.

A5.3.7.2. Evaluate the ability to provide deployment packages supporting 60 days of surge flying operations.

A5.3.7.3. Evaluate the ability to support aircrew chemical defense operations.

A5.3.7.4. Evaluate the effectiveness of aircrew and technician training programs.

A5.3.8. **Information Operations (IO)**

A5.3.8.1. Evaluate integration of all applicable IO activities IAW Joint Pub 3-13, *Joint Doctrine for Information Operations,* and Air Force Doctrine Document 2-5, *Information Operations.*

A5.3.8.2. Determine if IO is adequately represented on all applicable working groups.

A5.3.8.3. Evaluate whether IO planning processes are occurring in a timely manner.

A5.3.8.4. Evaluate tactics conducted under military deception plans IAW AFI 10-704, *Military Deception Program*.

A5.4. Mission Support. Support areas assessed will consist of the following but may be modified by MAJCOMs to properly assess the broad wartime and contingency mission of their units.

A5.4.1. **Command and Control.** Do unit control centers ensure forces under their control collect, display, report and disseminate information which in turn initiates the appropriate plans, procedures, and implementing instructions to accomplish support taskings?

A5.4.2. **Communications and Information Systems Operations.**

A5.4.2.1. Evaluate measures to protect critical information and information systems IAW AFI 33-112, Computer Systems Management; AFI 33-113, Official Messaging; AFI 33-115v1, Network Management; AFI 33-115v2, Licensing Network Users and Certifying Network Professionals; AFI 33-119, Electronic Mail; AFI 33-129, Transmission of Information Via the Internet; AFI 33-202, Computer Security; AFI 33-204, Information Assurance (IA) Awareness Program; AFSSI 5021, Time Compliance Network Order (TCNO) Management And Vulnerability And Incident Reporting; and AFSSI 5027, Computer Security.

A5.4.2.2. Evaluate actions to prevent exploitation of information by potential adversaries IAW AFI 10-1101, *Operations Security (OPSEC).*

A5.4.2.3. Evaluate Public Affairs tactics conducted in support of Information Operations (IO) objectives IAW Chapter 12 of AFI 35-101, *Public Affairs Policies and Procedures.*

A5.4.3. **Personnel.**

A5.4.3.1. Personnel Readiness Element (PRE): Evaluate the timeliness and accuracy of all MANPER-B reports and support documents (e.g., orders).

A5.4.3.2. Personnel Support for Contingency Operations (PERSCO): Determine whether the PERSCO maintains accountability of deployed personnel. Assess the accuracy and timeliness of the MANPER-B system reports (e.g., personnel, casualty, and force management reports).

A5.4.4. **Civil Engineer.**

A5.4.4.1. In-Place Civil Engineer Forces: Assess capability to meet in-place wartime requirements and, if required, maintain a capability to deploy to another area.

A5.4.4.2. Prime BEEF Mobile Forces: Evaluate forces' ability to perform tasks as outlined in AFPAM 10-219V10, Contingency Training Guide and Task Standard. Emphasis should be given to the following: Damage Assessment, Expedient Repairs, Beddown, Minimum Operating Strip (MOS) selection and marking, Airfield Damage Repair (ADR)/Rapid Runway Repair (RRR), Force Protection, Explosive Ordnance Disposal (EOD), Fire Protection, and CE Readiness.

A5.4.5. **Services.**

A5.4.5.1. Prime Readiness in Base Support (RIBS): Evaluate unit's ability to deploy and perform wartime duties specified in the UTC mission capability statement and should include: mortuary, lodging, food service, community programs and fitness programs.

A5.4.5.2. Determine if unit emergency action procedures are comprehensive and responsive to major accident response exercises and real world operational plans. Support planning must include emergency response and critical mission support.

A5.4.6. **Base Defense.**

A5.4.6.1. Assess the ability of base defense forces to plan and conduct defense operations according to the designed operational capability statement, mission capability statement, and time-phased force and deployment data tasking.

A5.4.6.2. Check individual and team proficiency to tactically employ assigned weapons, vehicles, communications, and equipment.

A5.4.6.3. Check for compatibility and interoperability of communication systems with other units, commands, services and national or theater assets.

A5.4.6.4. Assess police services and resource protection activities and responses.

A5.4.6.5. Assess security of protection level 1 - 4 resources and responses.

A5.4.6.6. Evaluate base defense forces on their ability to defeat Level I threats and disrupt or delay Level II threats.

A5.4.7. **Command, Control, Communications, and Computers (C4).**

A5.4.7.1. Evaluate that timely and reliable communications links and local area networks are established and available.

A5.4.7.2. Check for compatibility and interoperability of communications systems with other units, commands, and services, as well as national or theater compatibility.

A5.4.7.3. Evaluate all back-up communications and computer systems to ensure adequate support to primary mission and/or command and control.

A5.4.7.4. Evaluate the C^4 restoral plan and the unit's ability to execute the plan.

A5.4.7.5. Review the unit's emergency action procedures and ability to execute.

A5.4.7.6. Evaluate that deployed communications-computer capabilities and support equipment meet mission requirements.

A5.4.8. **Logistics Readiness.**

A5.4.8.1. Evaluate the adequacy of material management to meet user asset requirements.

A5.4.8.2. Check on-hand ammunition and spare assets against prescribed or authorized levels.

A5.4.8.3. Assess physical control, accountability, serviceability, and efficient management of supplies and equipment.

A5.4.8.4. Evaluate ability to properly sample, analyze, detect, and document suspected fuel/cryogenics contamination.

A5.4.8.5. Evaluate compliance with all safety procedures and technical data during refueling and cryogenics operations.

A5.4.8.6. Assess proper fueling and loading procedures at all times.

A5.4.8.7. Check vehicle maintenance and supply procedures.

A5.4.8.8. Evaluate the ability to meet vehicle user requirements.

A5.4.9. **Medical.**

A5.4.9.1. General Health Care Support: Evaluate triage discipline and direct emergency and primary medical and dental activities toward reducing morbidity and mortality for the greatest number and/or returning the greatest number of airmen to duty.

A5.4.9.2. Medical Treatment and Staging Facilities: Assess the ability to receive, re-triage, decontaminate, stabilize, transport, and prepare for aeromedical evacuation as required, to ensure timely, quality care under a variety of contingency conditions.

A5.4.9.3. Deployable Medical Elements: Evaluate ability to provide medical support to deployed personnel to include emergency, outpatient-inpatient medical care, aeromedical evacuation, food and water safety, and disease surveillance.

A5.4.9.4. Preventive Medicine: Assess the employment and implementation of preventive medicine initiatives (including predeployment medical screening, immunization, prophylaxis, education, environmental and epidemiological surveillance, risk assessment and abatement, and post deployment medical screening) to maintain force readiness of all unit personnel.

A5.4.9.5. In-place medical support: Assess ability of the medical unit or units to provide effective medical support to the commander. This medical support should provide for effective resource protection while ensuring rapid and effective response to all contingencies including hazardous material exposures, mass casualty situations, terrorist threats/incidents, chemical/biological threats, air base survival and recovery, FPCONS, natural disasters, and any other contingency requiring medical support.

A5.4.9.6. Aeromedical Evacuation: Evaluate ability to respond to the total spectrum of aeromedical evacuation to include inflight care and mission support that is safe and responsive to customer requirements. Whenever ground medical units are present, the interface between them and the AE system will be evaluated.

A5.4.10. **Legal Support.**

A5.4.10.1. Evaluate the knowledge of assigned personnel concerning their responsibilities under the Law of Armed Conflict (LOAC). Determine whether all personnel have received LOAC training. Determine if specialized training is provided to aircrews, medical personnel, and security forces. Assess timeliness and accuracy of advice supplied to commanders on LOAC issues.

A5.4.10.2. Evaluate unit rules of engagement. Determine if they satisfy the requirements of US law, policy, and international law.

A5.4.10.3. Determine if legal support is adequate for wartime and contingency operations.

A5.4.10.4. Evaluate the availability of legal assistance for deploying personnel.

A5.4.11. **Manpower and Organization** .

A5.4.11.1. Manpower Readiness Element: Evaluate the timeliness and accuracy of MANPER-B support files, reports, analysis, and documents (e.g., operation plans, MANFOR).

A5.4.11.2. Deployed Manpower Element: Evaluate the ability to assess, account for, and manage the organization and adequacy of forces.

A5.4.12. **Financial Management Support** .

A5.4.12.1. Determine if comptroller support is adequate for wartime and contingency operations.

A5.4.12.2. Evaluate availability and adequacy of comptroller assistance to deploying personnel.

A5.5. Ability To Survive And Operate. Evaluate the unit's ability to meet Air Force standards for mission sustainment and mission capability restoration in mature theaters or austere regions following a chemical, biological, or conventional attack (AFMAN 10-2602, paragraph 1.6). The installation, unit or activity shall demonstrate the tasks and/or technical operations required to accomplish its mission in the expected threat environment at each level of responsibility. Table 1.1 of AFMAN 10-2602 lists the NBCC Defense Enabling Tasks subject to evaluation during the ATSO portions of Readiness Inspections. These enabling tasks shall be used by IG teams as common core criteria to determine if the integration of senior leadership, individual, functional, cross-functional tasks support response to attacks and assures mission restoration and sustainment. AFMAN 10-2602 and functional guidance provide the details that installations, senior leadership, units and expeditionary airman should use to plan for and respond to an NBCC attack.

A5.5.1. Command and Control. Table 4.2 of AFMAN 10-2602 lists the NBCC Defense Enabling Tasks subject to evaluation.

A5.5.1.1. Wing Operations Center (WOC). Wing Operations Center (WOC). Determine whether WOC NBCC efforts are IAW AFMAN 10-2602, paragraphs 4.1 and 4.2, and Table 4.2.

A5.5.1.2. Survival Recovery Center (SRC). Determine if the unit's SRC complies with AFMAN 10-2602, paragraphs 4.1.2 and 4.2 and Table 4.2.

A5.5.1.3. Unit Control Center. Ensure the UCC complies with AFMAN 10-2602 paragraph 4.4 and Table 4.2.

A5.5.2. Planning.

A5.5.2.1. Determine if the installation NBCC defense plan (e.g., FISTR 10-2; base support, joint support or expeditionary site plan) identifies integrated tasks and assigns responsibilities to implement pre-, trans-, and post-attack response and sustainment actions. Determine if the installation plan includes support provided to or received from joint service or host nation forces.

A5.5.2.1.1. For units in medium or high threat areas (reference AFMAN 10-2602, Table 2.2), determine if contingency plans are developed and training (and exercises) conducted for both the home and deployment location(s) IAW AFMAN 10-2602, paragraph 1.5.2., if applicable.

A5.5.2.2. Evaluate the ability of the installation to implement NBCC defense plan actions to save lives, protect resources, recover from attacks, and restore mission capability.

A5.5.3. Protection. Determine the ability of the responsible organization to prepare for and implement actions to protect personnel and resources from NBCC weapons effects.

A5.5.3.1. Individual Protection. Determine if required individual protective equipment (IPE) is on-hand and serviceable. Determine if individuals have completed Protective Mask Fit Training with their personal mask. Evaluate the individual's knowledge of MOPP levels (Fig. 5.2), ability to inspect and don their IPE within specified time criteria (Table 5.1), ability to remove their IPE by processing through a contamination control area (CCA), and demonstrate the use of issued

chemical decontamination kits, detection equipment, and chemical agent antidotes. Evaluate at least 10 percent of the unit personnel over the course of the inspection period.

A5.5.3.2. Collective Protection. Determine the ability to provide adequate collective protection for assigned and deployed forces and contamination control area capability for 20% of those forces during a 24 hour period. AFMAN 10-2602, Tables A3.2 - A3.4, lists the actions subject to evaluation.

A5.5.3.2. (USAFE) ***NOTE:*** Collective protection criteria applies only to Incirlik AB, Turkey.

A5.5.3.3. Protective Hardening. Determine the ability to provide permanent and expedient hardening protection for assigned and deployed forces. AFMAN 10-2602, Table A3.5 lists the actions subject to evaluation.

A5.5.3.4. Dispersal. Evaluate the ability to disperse and protect critical assets. AFMAN 10-2602, Table A3.6 lists the actions subject to evaluation.

A5.5.3.5. Blackout. Evaluate the ability to conduct operations under blackout conditions, as appropriate for the threat. AFMAN 10-2602, Table A6.1.

A5.5.4. Contamination Avoidance and Control.

A5.5.4.1. Evaluate the ability to receive and disseminate information through the installation and theater NBC defense warning and reporting system.

A5.5.4.2. Determine the adequacy, serviceability, and sustainment capability of available NBC detection and monitoring equipment. Evaluate the ability to deploy, operate, and maintain the NBC detection and reporting system.

A5.5.4.3. Determine the adequacy of contamination avoidance plans and material (e.g., plastic sheet, covers, tarps) stocks, based on the NBCC threat. Evaluate the ability to implement pre- and post-attack contamination avoidance measures. AFMAN 10-2602, Table A3.6, lists the actions subject to evaluation.

A5.5.4.4. Determine the adequacy of contaminated waste collection, control, and disposal capability. Evaluate the ability to implement contaminated waste collection actions at the unit and installation level.

A5.5.4.5. Evaluate the ability to identify and mark NBC hazard and hazard areas, conduct post-attack risk assessment, and implement management actions (e.g., sector/zone operations, marking) to reduce mission degradation.

A5.5.5. Response.

A5.5.5.1. Base Population. Evaluate the ability of the base population to react to FPCON, MOPP, and alarm condition changes and respond to attacks without prior warning. Evaluate the ability of the base population to identify, mark, report, and avoid post-attack hazards. Evaluate the ability of individuals to perform self-aid/buddy care.

A5.5.5.2. Unit. Evaluate the ability of the unit to implement pre-, trans-, and post-attack actions. Evaluate the ability of unit post-attack reconnaissance teams and other assigned specialized teams to conduct operations. Evaluate the ability of the unit to manage the movement of casualties to the appropriate medical treatment facility.

A5.5.5.3. Joint Service or Host Nation. Evaluate the ability to integrate with assigned or attached joint service or host nation NBCC defense forces and support installation or theater missions.

A5.5.5.4. Enemy Prisoners of War, DOD Civilian and Contract Personnel. Evaluate the ability to protect (e.g., IPE, collective protection, hardening, evacuation) DOD civilian and contract personnel not designated as emergency essential. Evaluate the ability to protect (e.g., IPE, collective protection, hardening, evacuation) enemy prisoners of war, retained personnel, civilian internees, and other detainees in Air Force custody.

A5.5.6. Mission Continuation/Restoration and Sustainment. Refer to AFMAN 10-2602, Paragraph 1.6. and Attachment 3, for operational standards subject to evaluation.

A5.5.6.1. Evaluate the ability to conduct integrated response operations, restore mission capability, and sustain operations. (AFMAN 10-2602, para. 1.6.)

A5.5.6.2. Determine the adequacy of personnel accountability and replacement actions.

A5.5.6.3. Determine the adequacy of NBCC defense individual and team equipment stock levels to support sustained operations.

A5.5.6.4. Evaluate actions to initiate re-supply of critical NBCC defense equipment.

Attachment 6

COMPLIANCE INSPECTIONS

A6.1. Common Core Compliance Area (CCCA) Application. The following Air Force-level CCCAs represent key processes, procedures, and requirements based on by-law requirements, executive orders, DOD directives, and Air Force, MAJCOM, and applicable Air National Guard Instructions. MAJCOMs should supplement Air Force-level CCCAs, as required.

A6.1. (USAFE) Functional Inspection Guides (FIG), published by USAFE Staff Directorates, contain the specific criteria, required to implement this Attachment.

A6.2. By-Law Requirements, Executive Orders, DOD Directives.

A6.2.1. **Intelligence Oversight** (Executive Order 12333, *United States Intelligence Activities;* DOD Directive 5240.1, *DOD Intelligence Activities;* AFPD 14-1, *Intelligence Applications and Requirements Planning;* AFI 14-104*, Oversight of Intelligence Activities*).

A6.2.1.1. Assess the intelligence unit's and staff's compliance with the rules and procedures pertaining to collecting, retaining, and disseminating intelligence on US persons (reference the checklist in AFI 14-104).

A6.2.1.2. Evaluate whether intelligence units and staffs have an adequate intelligence oversight program (reference AFI 14-104).

A6.2.2. **Transition Assistance Programs** (TAP) (DOD Directive 1332.35, *Transition Assistance for Military Personnel*). (Not applicable to AFRC and ANG units. MPFs refer members to the nearest active duty installation to obtain transition assistance services upon separation.)

A6.2.2.1. Assess Military Personnel Flight (Personnel Relocations Element) completion of DD Form 2648, Preseparation Counseling Checklist, as a permanent document for the Unit Personnel Record Group (UPRG) of each separating or retiring member 90 days prior to separation. (Ref: AFI 36-3022, Para 2.7.5).

A6.2.2.2. Determine if all members retired under the Temporary Early Retirement Act (TERA) are documented as confirmed registrants for Public and Community Service (PACS) prior to out-processing.

A6.2.2.3. Assess the transition counseling and employment preparation program at military installations with more than 500 members assigned or serving.

A6.2.2.4. Evaluate the allocation/availability of resources necessary to provide quality TAPs.

A6.2.3. **Voting Assistance Program** (DOD Directive 1000.4, *Federal Voting Assistance Program* (FVAP), National Defense Authorization Act of FY 02 (NDAA FY02), and DEPSECDEF Memo 2 May 2002, *Command Support for the Federal Voting Assistance Program*)). (Applicable to ANG units when mobilized)

A6.2.3.1. Determine if all Voting Assistance Officers are trained and equipped to provide assistance to Armed Forces members.

A6.2.3.2. Determine if commanders ensure timely, in-hand delivery of Standard Form (SF) 76, Federal Post Card Registration and Absentee Ballot Request, to all Armed Forces members and their eligible family members.

A6.2.3.3. Determine if there is one senior Voting Assistance Officer at each installation and at every level of command to coordinate subordinate unit and tenant command Voting Assistance Officer activities.

A6.2.3.4. Determine if Voting Assistance Officers at overseas installations ensure timely dissemination of the SF 186, Federal Write-in Absentee Ballot, to all locations.

A6.2.3.5. Determine if performance evaluation reports for Voting Assistance Officers comment on that individual's performance as a Voting Assistance Officer.

A6.2.3.6. Forward a consolidated report of Voting Assistance Program inspection results to SAF/IGI by the 10th of January each year addressing the DOD-mandated questions below. SAF/IG will submit a report to DOD IG by 31 January.

A6.2.3.6.1. What is your assessment of your MAJCOM's overall compliance with DOD Directive 1000.4, AFI 36-3107, and the Uniformed and Overseas Citizens Absentee Voting Act?

A6.2.3.6.2. What was the scope of your Voting Assistance Program inspections?

A6.2.3.6.3. What procedures are used to ensure that all Unit Voting Assistance Officers received adequate training on the Federal Voting Assistance Program?

A6.2.3.6.4. What was the maximum number of voters represented by Unit Voting Assistance Officers in your command?

A6.2.3.6.5. How did you ensure command support, at all levels, for the Federal Voting Assistance Program?

A6.2.3.6.6. How did your command ensure adequate levels of voting materials were delivered to Unit Voting Assistance Officers?

A6.2.4. **Sexual Harassment Education and Prevention** (*Secretary, Joint Staff Directive on Department of Defense Policy on Sexual Harassment,* 21 Oct 98).

A6.2.4.1. Evaluate sexual harassment education and training.

A6.2.4.2. Evaluate whether military and civilian leaders are personally involved in training.

A6.2.4.3. Assess whether training includes instruction in understanding accountability and responsibility; characteristics of and prevention of hostile work environments; quid pro quo harassment; reprisal prevention; and the relationship between leadership and a professional organizational climate. Training should be provided to military members, civilian employees, and local national employees at overseas locations when practicable.

A6.2.4.4. Evaluate whether instructors are provided with skills and competencies necessary to deliver credible training.

A6.2.5. **Homosexual Conduct Policy** *(Undersecretary of Defense, Personnel and Readiness Memorandum on Implementation of Recommendations Concerning Homosexual Policy*, 12 Aug 99; *CSAF Memorandum on Homosexual Policy Guidance*, 10 Mar 00).

A6.2.5.1. Assess the training of all those charged with implementing the homosexual conduct policy (i.e., commanders, judge advocates, supervisors and investigators). Ensure that initial and annual training is conducted IAW the CSAF policy guidance cited above and documented by unit training monitors.

A6.2.6. **Technology Protection** (*Memorandum of Understanding -- between Deputy Under Secretary of Defense for Laboratories and Basic Sciences, Inspector General of the Department of Defense, Director of Operational Test and Evaluation, Inspector General Department of the Army, Naval Inspector General, Inspector General Department of the Air Force, Director Internal Assessments, and Ballistic Missile Defense Organization -- on Security, Technology Protection, and Counterintelligence Inspections*, as supplemented by SAF/IG).

A6.2.6.1. Affected MAJCOM IGs (i.e., ACC, AFMC, and AFSPC) will assess the security, technology protection, and counterintelligence practices at designated USAF research, development, test, and evaluation (RDT&E) facilities (reference the DOD/IG *Security and Counterintelligence Inspection Guidelines*, as supplemented by SAF/IG).

A6.3. Mission Areas.

A6.3.1. **Logistics Readiness.**

A6.3.1.1. Evaluate wing personnel deployment training (aircraft load planning, cargo processing/handling/loading, passenger processing, and other applicable deployment training).

A6.3.1.2. Assess the maintenance and management of vehicle assets.

A6.3.1.3. Evaluate HAZMAT management procedures, processes, and safeguards (Vehicle Maintenance, Aerial Port, Shipment/Receipt).

A6.3.1.4. Assess personal property and passenger movements for compliance with entitlements.

A6.3.1.5. Evaluate Stock Control management processes (to include the Regional Supply Squadron, if applicable) used to support weapon system spares and the base missions.

A6.3.1.6. Assess Repair Cycle Management to ensure tracking, status accuracy, and turn-in methods for all unserviceable assets in maintenance, including the execution of Air Force weapon system warranty processing.

A6.3.1.7. Evaluate management of mission capable (MICAP) requisitions and reporting system processes (to include the Regional Supply Squadron if applicable).

A6.3.1.8. Assess physical control, accountability, serviceability, and efficient management of the Readiness Spares Packages (MRSP/IRSP) and Mission Support Kits (e.g. MSK/HPMSK).

A6.3.1.9. Assess the control, accountability, serviceability, and efficient management of mobility assets to include assets decentralized throughout the wing (i.e., mobility bags and weapons).

A6.3.1.10. Assess facility and equipment inspection and preventative maintenance programs.

A6.3.1.11. Assess confined space, hazardous communication training/awareness, environmental compliance practices pertaining to fuel servicing operations, receipts, transfers, and inventory management.

A6.3.1.12. Evaluate Fuels Management ability to train, maintain, receive, store, issue, and account for quality bulk petroleum products, cryogenic fluids, and missile propellants in a safe and timely manner.

A6.3.1.13. Assess WRM management.

A6.3.1.14. Assess the Base Support Plan process adequacy for meeting OPLAN tasking (Part II).

A6.3.1.15. Assess the base's deployment planning process for all host and associate unit OPLAN taskings to include UTC management.

A6.3.2. **Contracting.**

A6.3.2.1. Evaluate if acquisition planning, contract award, and contract management procedures are conducted according to applicable laws, executive orders, Federal Acquisition Regulations, Defense Federal Acquisition Regulations Supplement, Air Force Federal Acquisition Regulation Supplement, directives, instructions, and applicable MAJCOM, Army and National Guard FAR Supplements.

A6.3.2.2. Assess whether units plan for continuation of contractor services during crises as required by DoDI 3020.37, AFI 63-124, and AFPD 10-4, paragraph 3.5

A6.3.2.3. Evaluate the Government Purchase Card (GPC) program, management, and administration across all functional areas IAW AFI 64-117.

A6.3.2.4. Evaluate the Quality Assurance program across all functional areas IAW AFI 63-124 and AFPD 63-5.

A6.3.2.4.1. Assess effectiveness of Quality Assurance Personnel contract oversight, performance assessment techniques, and adequacy of quality assurance training.

A6.3.3. **Munitions (Non-Nuclear).**

A6.3.3.1. Assess available Munitions Maintenance Handling Equipment and tools to meet mission requirements.

A6.3.3.2. Assess munitions inspection procedures.

A6.3.3.3. Assess the operations, control, and security of munitions, to include ordering, storage, and issuing procedures.

A6.3.4. **Civil Engineer.**

A6.3.4.1. Assess whether Civil Engineers are meeting present and future facility and infrastructure requirements in accordance with the Civil Engineer Strategic Plan in the following areas:

A6.3.4.1.1. Real Property Maintenance Activities: Real Property Maintenance (Restoration and Modernization, Facilities Sustainment Model), Real Property Services, and Demolition/ Consolidation.

A6.3.4.1.2. Work Information Management System (WIMS)/Automated Civil Engineering System (ACES).

A6.3.4.1.3. Real Property Accountability.

A6.3.4.1.4. Housing.

A6.3.4.2. Assess Prime BEEF/REDHORSE training and Air Force Specialty Certifications.

A6.3.4.3. Assess compliance with deployment requirements and other readiness programs.

A6.3.5. **Communications and Information.**

A6.3.5.1. Evaluate training to support mission critical communication systems.

A6.3.5.2. Assess the planning, configuration control, physical infrastructure/medium, management and maintenance of the base's communication infrastructure.

A6.3.5.3. Evaluate an installation's Spectrum Management program.

A6.3.5.4. Evaluate command and control systems maintenance.

A6.3.6. **Full-Spectrum Threat Response (Installation Commander, Group and Squadron Commanders, Detachment Commanders, and staff agency chiefs).**

A6.3.6.1. Evaluate whether the base exercise program complies with AFI 10-2501. The installation, unit or activity shall demonstrate the tasks and/or technical operations required to comply with exercise and evaluation program by conducting a basewide exercise.

A6.3.6.1. (USAFE) Conduct Full Spectrum Threat Response Exercise (FSTR) in accordance with **Attachment 9 (Added)**.

A6.3.6.2. Assess assigned unit's adherence to FSTR training requirements listed in AFI 10-2501, table 9.3.

A6.3.6.3. Assess installation's ability to meet specialized teams' personnel, equipment and training requirements, as applicable, listed in AFI 10-2501 and the base FSTR Plan 10.2. Specialized teams include Disaster Control Group (DCG), Unit Control Center (UCC), Survival Recovery Center (SRC), Contamination Control Teams (CCT), Shelter Management Teams (SMT) and Readiness Support Team (RST).

A6.3.6.4. Assess installation's FSTR planning, implementation/execution of FSTR Plan 10-2 as required by AFI 10-2501, including checklists supporting FSTR Plan 10-2 created by all assigned installation units.

A6.3.6.5. Assess installation warning system for peacetime response capability.

A6.3.6.6. Assess Nuclear Chemical Biological Defense Report (CBDRT) reporting for the installation, per AFI 10-201.

A6.3.7. **Safety.**

A6.3.7.1. Assess how the organization adheres to safety guidelines and procedures to include applicable OSHA and explosives safety standards.

A6.3.8. **Occupational Health**

A6.3.8.1. Assess how the organization adheres to occupational health guidelines and procedures to include applicable OSHA standards not covered by the Health Services Inspection.

A6.3.9. **Installation Security.**

A6.3.9.1. Assess installation security at home stations. Installation security is comprised of physical security (Protection Level 1-3 resources), resource protection (Protection Level 4 resources), antiterrorism/force protection, police services, entry control, and base defense.

A6.3.9.2. Assess key SF support program areas to include training and standardization evaluation, military working dog program, intrusion detection systems, and the SF armory.

A6.3.9.3. Assess information, personnel, and industrial security programs.

A6.3.9.4. Assess the confinement program.

A6.3.9.5. Assess wing augmentation forces program support for SF, and the effectiveness of SF training/use.

A6.3.9.6. Assess combat arms support to wing personnel.

A6.3.10. **Services.**

A6.3.10.1. Assess unit mortuary affairs planning and support (to include plans, memorandum of understanding, support agreements, and case files).

A6.3.10.2. Assess appropriated fund food service operations (to include cash control, contract management, subsistence accountability, and adherence to sanitation standards).

A6.3.10.3. Assess lodging operations (to include cash control; financial management; adherence to Air Force furnishing, amenities, and service standards; and quarters utilization).

A6.3.10.4. Assess fitness facility operations (to include cash control, adherence to equipment and operation standards, and evaluation of programs)

A6.3.10.5. Assess Dram Shop training in Services activities.

A6.3.11. **Financial Management.**

A6.3.11.1. Evaluate leadership, quality assurance, Non-Appropriated Funds oversight, systems access controls, Federal Managers Financial Integrity Act (FMFIA) and audit liaison responsibilities in accordance with applicable laws, directives, and instructions (self-inspection checklist is available to assist MAJCOM/IGs and units as applicable).

A6.3.11.2. Evaluate pay, travel, accounting, and disbursing functions in accordance with applicable laws, directives, and instructions (self-inspection checklist is available to assist MAJCOM/IGs and units as applicable).

A6.3.11.3. Evaluate planning, programming, budgeting, and analysis functions in accordance with applicable laws, directives and instructions (self-inspection checklist is available to assist MAJCOM/IGs and units as applicable).

A6.3.11.4. Evaluate organization capability and training to conduct Independent Review Official and Economic Analysis duties in accordance with published guidance (AFPD 65-5, AFI 65-501, AFI 65-504 and AFMAN 65-506, AFI 65-502, AFI 65-503).

A6.3.12. **Personnel.**

A6.3.12.1. Assess MPF to include: Personnel Relocation and Employment (includes personnel relocations, personnel employment and base training), Personnel Systems, Personnel Readiness, and Customer Support (includes customer service and career enhancement).

A6.3.12.2. Assess the commander's Support Staff.

A6.3.13. **Aircrew Protection (AFI 11-301, AFI 16-1301).**

A6.3.13.1. Evaluate the wing/unit's Aircrew Life Support (ALS) training program. Assess the unit's accomplishment of performance-based evaluations to ensure each aircrew member's capability to fully utilize their ALS and survival equipment in realistic scenarios they are likely to encounter.

A6.3.13.2. Assess ALS equipment availability, serviceability, configuration, unit funding, accountability, and management. Assess whether ALS unit and supporting agency equipment inspection and preventative maintenance practices are compliant with applicable technical orders and higher headquarters instructions/directives in accordance with published guidance (AFI 11-301).

A6.3.13.3. Evaluate the unit's Survival, Evasion, Resistance, and Escape (SERE) program for compliance with applicable directives (AFI 16-1301).

Attachment 7

AIR FORCE BEST PRACTICE REPORTING FORMAT

1. POC's Name[1]:
2. POC's Phone Number:
3. Name of the Process[2]:
4. Name of Best Practice[3]:
5. Date Best Practice was Implemented:
6. Process Owner[4]:
7. Process Owner's (or Representative's) Phone Number:
8. Organization & Address (include zip code):
9. E-mail Address of Process Owner (or Representative) (Optional):
10. Summarize the Best Practice (*how* it works; how you *measure* it)[5]:
11. Describe the *impact* on process/organizational performance (*results!*)[6]:
12. Describe how this practice was qualified as being a "best" practice[7]:
Validated by[8]:
13. Name:
14. Phone:
15. Organization:

Notes:

1. This point of contact (POC) may be a supervisor, IG member, award team member or anyone knowledgeable of a best practice and permitted to share it outside the user's organization.
2. Identify the general activity where the best practice is found, for example, "…maintain equipment." (verb and noun).
3. A "Best Practice" is defined as a superior method or innovative practice that contributes to improved performance of the process.
4. "Process Owner" is defined as the person who coordinates the various functions and work activities at all levels of a process, has the authority or ability to make changes in the process as required, and manages the process end-to-end so as to ensure optimal overall performance. The process owner may designate the POC as his/her representative.
5. Submit completed records and, if necessary, additional materials (electronic version preferred) to: **mailto:bestpractice@afmia.randolph.af.mil** or mail to AFMIA/MITT, Best Practices Team, 550 E Street East, Randolph AFB TX 78150-4451.
6. Describe in quantitative terms--may include reduction in costs, improvement in quality, or decrease in cycle time.
7. "Best" may be based on several factors to include but not limited to: a. expert review (for example, assessment, award, AF functional office, or auditing team); b. results are clearly superior to those of comparative organizations; c. results are "breakthrough" in efficiency/effectiveness (high return on investment); d. multiple sources agree the practice is superior; e. use of the latest technology; or f. high number of satisfied repeat customers.
8. Identify the individual (or group) who validated or designated the practice to be a Best Practice. The IG team chief will make the decision based on coordination with appropriate MAJCOM functional experts.

Attachment 8

EAGLE LOOK TOPIC PROPOSAL FORMAT

Topic Title: Title, process, or program to be assessed.

Purpose: State specific result(s) the effort should address, what question(s) does the process/program owner want answered?

Background: Give a brief history of the issue and the Air Force leadership's interest in AFIA conducting this review. Include the results of initial research (if any), other staff work, and any metrics or other indicators that help describe the background and frame the issue. If the issue has been assessed previously by AFIA, AFAA, GAO, or any other agency, please identify the agency and the date of the assessment.

Scope: The parameters of the area to be assessed.

Focus: Where should the review focus its look?

Breadth: Describe the breadth of the problem in terms of how far across the Air Force the topic applies. To what depth should the review go? Is the topic DOD/AF wide or MAJCOM specific? Is it cross functional or functionally specific? Be specific.

Methodology: Is there a specific methodology recommended for gathering topic information? Are there specific boundaries that should apply when conducting the review?

Rationale:

Significance: Describe the seriousness of the problem or the size of the issue. Does it have an impact on AF core competencies (i.e., information dominance, air and space superiority, rapid global mobility, precision engagement, readiness and sustainment, agile combat support, global attack), essential support services, or Air Force key processes? If possible, quantify in terms of dollars, personnel, work hours, percentages, etc. Be specific.

Timing: State when the final report is needed and the associated rationale.

Point of Contact: Provide action officer's name, symbol, DSN number, and E-mail address.

Process Owners (If known, include 2, 3 and 4 digit): Provide process owner's name, office symbol, DSN number, and E-mail address.

Attachment 9 (Added-USAFE)

FULL SPECTRUM THREAT RESPONSE EXERCISE/INSPECTION POLICY

A9.1. (Added-USAFE) Concept of Operations. The IG and unit EET will conduct scheduled and no-notice exercises and evaluate the unit's integrated capability to recover from full spectrum threat response (FSTR) scenarios. Scenarios will include, but are not limited to, terrorist use of weapons of mass destruction (WMD), natural disasters, major accidents, and enemy attack. Commanders must be prepared to confront the full spectrum of physical threats and provide for the protection of personnel and installation resources. These evaluations and exercises are designed to capture the complete incident response cycle, from planning to response, ability to maintain mission capability, and recovery. Evaluations/exercises will consist of the following elements: evaluation planning and scenarios, exercise evaluation, and major rated areas.

A9.2. (Added-USAFE) Evaluation Planning and Scenarios

A9.2.1. (Added-USAFE) Planning. The IG will conduct FSTR exercises during Nuclear Surety, Unit Compliance, Operational Readiness inspections in accordance with existing guidelines as well as other exercises as directed by COMUSAFE. These exercises may be planned and conducted by the IG or the IG may task unit EETs to plan and conduct FSTR exercises. When tasked, the EET will submit four FSTR scenarios: one for Terrorist use of WMD, one for natural disaster, one for major accident and one for enemy attack.

A9.2.2. (Added-USAFE) Local Exercise Planning. Unit EETs will use this instruction to plan, develop, run and evaluate local unit exercises.

A9.2.3. (Added-USAFE) Scenario Library. Unit EETs are encouraged to maintain a scenario library for use in fulfilling quarterly exercise requirements. Scenarios should not be used more than once every three years except to re-evaluate deficient areas.

A9.2.4. (Added-USAFE) Scenarios. All scenarios will be developed to provide a realistic multi-agency combined response. Scenarios will be developed to meet quarterly exercise requirements found in AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations* and the USAFE Supplement to AF 10-2501. Scenarios will be developed using the following format:

A9.2.4.1. (Added-USAFE) Cover Sheet. Will contain unit information and release of information statement, i.e., "This document is close hold for IG/EET use only".

A9.2.4.2. (Added-USAFE) Chapter 1. General Information. Will contain exercise date, time, location and a summary of the exercise scenario.

A9.2.4.3. (Added-USAFE) Chapter 2. Team Composition. Will contain list of evaluators, subject matter experts, location during evaluation and method of communication, i.e., radio call sign and/or phone number.

A9.2.4.4. (Added-USAFE) Chapter 3. Authors Guide. Will contain a list of all areas to be rated during the exercise. The evaluator responsible for each rated area will also be listed. A short paragraph concerning the objective for each rated area may be included if not contained in this or other guidance.

A9.2.4.5. (Added-USAFE) Chapter 4. Sequence of Events. Will contain a sequential timeline of each planned event. Timeline will include approximate time of event from start 00:00hrs. It will

describe the event and/or quote an exercise input if required. The timeline will also list the expected outcome(s) based on the event.

A9.2.4.6. (Added-USAFE) Chapter 5. Safety and Rules of Engagement. Will list possible safety hazards that may effect the participants of the exercise. List exercise stop procedures and corrective action procedures used to prevent unsafe actions. List appropriate rules of engagement from AFI 10-2501 as well as any local simulations and deviations.

A9.2.4.7. (Added-USAFE) Chapter 6. Supporting Information. May contain any information used to explain and/or clarify the scenario.

A9.3. (Added-USAFE) Exercise Evaluation

A9.3.1. (Added-USAFE) Inspection Phases. Use the response phases described in AFMAN 32-4004, Emergency Response Operations.

A9.3.2. (Added-USAFE) FSTR initiation: HQ USAFE/IG and unit EET-driven evaluations/exercises will be initiated by verbal or written exercise inputs. The initiation input, no matter what communication method is used, will start with “This is a Headquarters USAFE/IG exercise” or “This is a Wing EET exercise.” as appropriate.

A9.3.3. (Added-USAFE) All telephone and radio communications will be proceeded by a phrase clearly identifying the communication as an exercise (i.e., “Exercise Message”, “Exercise, Exercise, Exercise”).

A9.3.4. (Added-USAFE) Fax/E-Mail messages will start with the phrase, “This is a Headquarters USAFE/IG exercise message.” or “This is a Wing EET exercise message.” as appropriate.

A9.3.5. (Added-USAFE) The IG and or unit EET will not confront unit members with situations that could be interpreted as actual hostile action. Under no circumstances, will any IG or unit EET evaluators attempt to compromise security plans or gain unauthorized access to the exercise area.

A9.3.6. (Added-USAFE) Exercises will not compromise safety. Actual emergencies take immediate precedence over evaluations/exercises.

A9.3.7. (Added-USAFE) Higher Headquarters (HHQ). During HQ USAFE/IG-driven FSTR evaluations/exercises the IG Team functions as HHQ for all exercise-associated events. Any questions directed to HHQ should be presented to the IG Team Chief or designated representative, in the format specified by the IG. Units should expect response to such messages in a time frame commensurate with the scenario.

A9.4. (Added-USAFE) Safety.

A9.4.1. (Added-USAFE) Responsibilities. The IG/EET Team Chief or unit commander may declare recesses for unforeseen circumstances such as weather or other uncontrollable factors that adversely affect safe operations.

A9.4.2. (Added-USAFE) Safety Violation. HQ USAFE/IG and or unit EET evaluators will assess safety throughout the inspection. Violation of safety standards could impact ratings in those areas in which a potential safety violation is observed. Impact on ratings depends on the severity of the violation.

A9.5. (Added-USAFE) FSTR Termination. The IG/EET Team Chief will declare "ENDEX" when all major rated areas have been observed sufficiently.

A9.6. (Added-USAFE) Communications with the IG Team. Prepare all messages and communications required by the evaluation/exercise scenario. All required voice communication will be made. Maintain a copy of messages for IG review. Provide exercise records and logs as specified by the IG. Unit EETs will develop unit-specific procedures to handle communication with the EET.

A9.7. (Added-USAFE) Simulations and Deviations. Approved simulations and deviations (**Attachment 11 (Added)**) do not relieve the unit from all responsibilities with regard to a specific item. Unit members must notify the inspector upon implementing an approved simulation or deviation. Unless told otherwise by the IG/EET, resources (manpower and equipment) must be dedicated for the duration of the simulated task. If individuals or equipment are assigned to a task that is to be simulated, the individuals or equipment will not be available for another task until the simulated task time has expired. ***NOTE:*** There are no standing or preapproved simulations or deviations for USAFE EURO-THUNDER Exercises.

A9.7.1. (Added-USAFE) Security and Custody: Critical C2 and local/remote monitoring facilities will not be evacuated for exercises.

A9.7.2. (Added-USAFE) Communications: Evacuation and destruction of COMSEC, classified, and TPC materials will not be accomplished. Capability of destruction must be demonstrated.

A9.7.3. (Added-USAFE) Command and Control: Telephone lines will not be disrupted.

A9.7.4. (Added-USAFE) Mission-essential personnel will not evacuate the Command Post, Munitions Control, Communications Center, Central Security Control, Police Services Desk, and medical aid facilities.

A9.8. (Added-USAFE) EURO THUNDER Deliverables.

A9.8.1. (Added-USAFE) The following items will be provided to the IG upon arrival and execution of an EURO THUNDER Inspection:

A9.8.1.1. (Added-USAFE) A private room (Team Center).

A9.8.1.2. (Added-USAFE) Key personnel list with phone numbers.

A9.8.1.3. (Added-USAFE) The following is required by the IG team within two hours of arrival:

A9.8.1.3.1. (Added-USAFE) NIPRNET access in the IG Team Center

A9.8.1.3.2. (Added-USAFE) At least one computer with access to a color printer, with paper, located in the IG Team Center

A9.9. (Added-USAFE) Evaluation Ratings. Inspectors will use the five-tier rating system as outlined in AFI 90-201 to evaluate all major areas. Inspectors will assign overall ratings to the highest level of organization being inspected based on performance and will use objective rating criteria whenever possible. However, these criteria are designed as a guide and not as a substitute for good judgment.

A9.10. (Added-USAFE) FSTR Evaluation/Exercise.

A9.10.1. (Added-USAFE) The IG and or unit EET will normally evaluate only those specific areas required for exercise accomplishment. The following is a list of the rated areas normally evaluated (Other tasked units and teams may be evaluated as driven by the scenario):

A9.10.1.1. (Added-USAFE) Emergency and Contingency Response Plans: The IG/EET will evaluate installation plans dealing with FSTR incidents and responses and other plans related to emergency response as applicable.

A9.10.1.2. (Added-USAFE) Command and Control: The IG/EET will evaluate installation command and control. This includes initial and follow-up notification, flow of information from key personnel to the on-scene commander and flow and reporting of information from the on-scene commander to Wing leadership as required.

A9.10.1.2.1. (Added-USAFE) Unit Leadership: The IG/EET will evaluate leadership's ability to support emergency activities while ensuring maximum mission readiness.

A9.10.1.2.2. (Added-USAFE) Command Post: The IG/EET will evaluate the installation's ability to recall appropriate personnel and communicate pertinent information to affected on- and off-base personnel, communities, and organizations in a timely manner. The installation's ability to execute required reporting (i.e. Security Incident and OPREP reports) will also be evaluated.

A9.10.1.2.3. (Added-USAFE) Base Response: The IG/EET will evaluate the base populace's response to the exercise scenario. This includes; notification procedures, use of self-aid/ buddy-care, implementation of Battle Staff Directives and response to command instructions.

A9.10.1.3. (Added-USAFE) Disaster Control Group (DCG) Function: The IG/EET will evaluate the ability of the DCG to provide on-scene command and control, DCG control of military resources and DCG functional expertise. Only functions needed to mitigate the exercise scenario will normally be evaluated.

A9.10.1.4. (Added-USAFE) Unit Control Centers (UCC): The IG/EET will evaluate essential UCCs required for the successful mitigation of the emergency. The IG/EET will evaluate checklists, disaster response maps, communications equipment, alternate control centers and recall rosters. The IG/EET will evaluate required logs to ensure completeness and accuracy. UCCs that may be evaluated include but are not limited to: Fire Alarm Communication Center and Central Security Control.

A9.10.1.5. (Added-USAFE) Emergency Response Forces: The IG/EET will evaluate appropriate response of emergency forces as required to mitigate the emergency.

A9.10.1.5.1. (Added-USAFE) Security Forces: The IG/EET will evaluate the wing's implementation of the Base Antiterrorism and Force Protection Plan as well as the Installation Security Plan. Emphasis will be placed on the installation's ability to implement and execute security operations, protect personnel and resources and respond to a terrorist attack involving a WMD, natural disaster, major accident or enemy attack.

A9.10.1.5.2. (Added-USAFE) Fire and Emergency Services: The IG/EET will evaluate all fire protection activities required to conduct rescue, save lives and protect property. The IG/ EET will evaluate incident management, safety, emergency medicine, fire suppression, hazardous materials mitigation, decontamination, technical rescue, accountability and other emergency activities as required.

A9.10.1.5.3. (Added-USAFE) Medical Response: The IG/EET will evaluate the unit's ability to properly respond, treat, report and transport casualties as well as their ability to monitor and provide recommendations for environmental control during the exercise. Evaluation will be based on the unit's Medical Contingency Response Plan (MCRP). The IG/EET will evaluate the senior medical member's ability to manage casualty flow. Bioenvironmental engineering will be evaluated on their health risk assessment; this may include identification of unknown

potentially hazardous materials, recommendations for protective measures and equipment, and assessment of potential exposure and health impact.

A9.10.1.5.4. (Added-USAFE) Explosive Ordnance Disposal (EOD): The IG/EET will evaluate the unit's ability to properly respond to, render safe, dispose of, neutralize and mitigate an EOD incident. Additionally, personal actions to ensure individual survivability will be evaluated during all phases of the evaluation/exercise.

A9.10.1.6. (Added-USAFE) Support and Recovery Teams: The IG/EET will evaluate any teams formed from base personnel supporting emergency response actions. The IG/EET will also evaluate any equipment and or resources planned for use by any specialized team during a FSTR exercise.

A9.11. (Added-USAFE) Report Format.

A9.11.1. (Added-USAFE) The IG and unit EETs will use the standard HQ USAFE/IG Inspection Report format as described in this section.

A9.11.1.1. (Added-USAFE) A cover page will be used. Cover page will include, as a minimum, the inspecting organization, the inspected unit organization, dates of the inspection and the following statement:

"THIS IS A PRIVILEGED DOCUMENT THAT CANNOT BE RELEASED IN WHOLE OR PART TO PERSONS OR AGENCIES OUTSIDE THE AIR FORCE, NOR CAN IT BE REPUBLISHED IN WHOLE OR PART IN ANY PUBLICATION NOT CONTAINING THIS STATEMENT, INCLUDING AIR FORCE MAGAZINES AND GENERAL USE PAMPHLETS, WITHOUT THE EXPRESS APPROVAL OF THE SECRETARY OF THE AIR FORCE."

A9.11.1.2. (Added-USAFE) An "EXECUTIVE SUMMARY" will be used to summarize inspection results. As a minimum, a list of rated areas and the grades provided will be included in the summary.

A9.11.1.3. (Added-USAFE) The report will contain the exercise "Concept of Operations," "Scenario" and "Rating Descriptions and Guidelines".

A9.11.1.4. (Added-USAFE) The report will include all rated areas and will list "Strengths," "Findings," and "Recommended Improvement Areas" as described in AFI 90-201.

A9.11.1.5. (Added-USAFE) The report will be signed by the IG/EET Team Chief as a minimum.

Attachment 10 (Added-USAFE)

FUNCTIONAL INSPECTIONS GUIDES (FIG)

A10.1. (Added-USAFE) Inspection Guide Policy:

A10.1.1. (Added-USAFE) Guides are for command-wide use. They will include, but are not limited to, items reflecting requirements mandated by law, Executive Order, DoD directive and safety. Guides should address and assess the unit's efficiency, effectiveness, combat readiness, and should include those items deemed appropriate by the USAFE staff directorates. USAFE Staff offices of primary responsibility (OPR) should also ensure ORI guides include Common Core Readiness Criteria and UCI guides include Common Core Compliance Area Application as defined in the basic of this supplement.

A10.1.2. (Added-USAFE) Guides are applicable to units at all organizational levels as identified by the inspection applicability code.

A10.1.3. (Added-USAFE) Guide items or questions may require demonstration or proof of accomplishment.

A10.1.4. (Added-USAFE) Guide items or questions do not constitute the order nor limit the scope of the inspection. However, they indicate the HQ USAFE functional directorate's relative importance of each task. Inspectors may look at any area that affects mission accomplishment, safety, security, and reliability, or is in direct conflict with higher headquarters guidance.

A10.2. (Added-USAFE) Guide Preparation:

A10.2.1. (Added-USAFE) USAFE staff directorates will publish UCI and ORI FIGs through command publishing using the format described in this Attachment, reference AFI 33-360 Volume 1, *Air Force Content Management Program - Publications*. Update FIGs at least annually and within 90 days of publication of a new policy or instruction. Refer to the USAFE Publications Management web site for additional specific administrative details.

Table A10.1. (Added-USAFE) Mandatory coordination for guides includes:

HQ USAFE/JA	USAFE Staff Judge Advocate
HQ USAFE/PA	Public Affairs
USAFE CSS/SCBS	Records Management
	Administrative Communication
USAFE CSS/SCXI	Privacy Act/FOIA
	Publications and IMT/Forms Management
HQ USAFE/IGI	Inspector General Inspection Flight

A10.2.1.1. (Added-USAFE) Submit draft, all coordination, electronic copy, and AF Form 673, **Request to Issue Publication**, signed by 3-letter as certifier and 2-letter as approving authority to

USAFE CSS/SCXI for publishing. The Publishing Section (USAFE CSS/SCXI) assigns the appropriate control number and processes the guide as a standard publication.

A10.3. (Added-USAFE) UCI FIGs. Identify items or questions as Core Compliance Guide Items (CCGI) or Compliance Guide Items (CGI). This is designed to allow managers at all levels to prioritize command requirements and to allow the HQ USAFE/IG inspectors to assess criticality of deficiencies.

A10.3.1. (Added-USAFE) CCGI. Items identified by HQ USAFE directorates as key result areas for successful mission accomplishment including, but not limited to, items where noncompliance could result in serious injury, loss of life, excessive cost, litigation, or effect system reliability. These requirements may be mandated by law, Executive Order, DoD directive, safety or Air Force and USAFE strategic plans. CCGIs are referred to as significant guide items requiring direct IG evaluation. Identify CCGIs in guides by using uppercase, bold letters.

A10.3.2. (Added-USAFE) CGI. The areas that require special vigilance and are important to the overall performance of the unit are CGI. Noncompliance could result in some negative impact on mission performance but is not likely to result in injury, unnecessary cost, or possible litigation. Identify CGIs in guides by using standard sentence case.

A10.3.3. (Added-USAFE) ORI FIGs identify items or questions as Common Core Readiness Criteria (CCRC) or Readiness Criteria (RC). This is designed to allow managers at all levels to prioritize command requirements and ensure mandated items are evaluated.

A10.3.3.1. (Added-USAFE) Common Core Readiness Criteria (CCRC). CCRC represent five basic, overarching readiness criteria mandated by the USAF Inspector General. The USAFE/IG ensures CCRC is applied to each area of their respective ORI. Each CCRC has one or more associated questions to facilitate its use by inspectors. Identify CCRCs by using uppercase, bold letters.

A10.3.3.1.1. (Added-USAFE) Threat. Is the unit able to implement and sustain appropriate measures to meet changing force protection conditions?

A10.3.3.1.2. (Added-USAFE) Safety. Does the unit safety program facilitate unit readiness?

A10.3.3.1.3. (Added-USAFE) Security. Were adequate measures employed throughout the exercise? Were operations security (OPSEC) procedures incorporated into plans and followed throughout the exercise? Were proper communications security (COMSEC) materials available, as specified in tasked operations plans, to ensure mission accomplishment? Were COMSEC, computer security (COMPUSEC), and other measures employed to deny the enemy information?

A10.3.3.1.4. (Added-USAFE) Communications and Information. Were these operations effective?

A10.3.3.1.5. (Added-USAFE) Training. Were units properly trained and equipped to perform wartime duties?

A10.3.3.2. (Added-USAFE) Readiness Criteria (RC). Areas deemed necessary by functional managers that require special vigilance and are important to the overall performance of the unit. Noncompliance could result in some negative impact on mission performance. Identify RCs using standard sentence case.

A10.3.4. (Added-USAFE) References for each item or question to include the appropriate directive and paragraph in the FIG.

A10.3.5. (Added-USAFE) The use of a Yes/No column for guides is optional.

A10.3.6. (Added-USAFE) Guides will be numbered within the functional series according to AFI 33-360, Volume 1, for example if the guide deals mostly with an aircraft maintenance function or organization, the short title would be USAFE CL 21-X. The control numbers will be assigned by HQ USAFE Publishing (USAFE CSS/SCXI) during the coordination process.

A10.3.7. (Added-USAFE) Inspection Applicability Code (IAC). Implementation guide OPRs will assign an IAC pertaining to the unit the guide question applies. Codes are as follows:

Table A10.2. (Added-USAFE) Inspection Applicability Table.

IAC	UNIT
1	HQ USAFE
2	NAF
3	MOB
4	ASOG
5	MUNSS
6	MUNS
7	ABS/ABG/CSW
8	Communications Sites
9	USAFE Postal Activities
10	USAFE Joint Support Squadron and associated detachments
11	Other (state reason in applicability column)

Figure A0.1. (Added-USAFE) Sample UCI Guide Format.

USAFECL14-1

BY ORDER OF THE COMMANDER UNITED STATES AIR FORCES IN EUROPE

UNITED STATES AIR FORCES IN EUROPE CHECKLIST 14-1

15 NOVEMBER 2002

Intelligence

UNIT COMPLIANCE INSPECTION CHECKLIST--INTELLIGENCE UNITS GUIDE

OPR: HQ USAFE (Maj Derek V. Hill)

Certified by: HQ USAFE/IN (Col Smaul A. Smith)

Pages 9/Distribution: F

This publication implements Air Force Policy directive (AFPD) 14-1, *Intelligence, Surveillance, and Reconnaissance (ISR) Planning, Resources, and Operations*. This Functional Inspection Guide (FIG) is developed to support AFI 90-201, *Inspector General Activities*, and AFI 90-201 USAFE Supplement 1, inspection programs. This guide identifies compliance items that support guidance in the following: law, executive order, higher headquarters publication (DoD, JCS, FAA, AFI, AFMAN, AFTO, etc.) and United States Air Forces in Europe (USAFE) publications. It applies to all USAFE Intelligence units and members as indicated in paragraph 2. This guide supports guidance in AFI 14-105, Unit Intelligence Mission and Responsibilities, as well as the associated USAFE supplement. This guide applies to active duty USAFE units and those reserve forces assigned to USAFE. This guide is intended for inspection use. Send comments and suggested improvements to this publication on AF Form 847, **Recommendations for Change of Publication**, to USAFE Intelligence Directorate, HQ USAFE/INRS, Unit 3050 Box 80, APO AE 09094.

1. General. The items listed do not constitute the order or limit the scope of the inspection or assessment. As a minimum, units should use FIGs in conjunction with the Unit Self-Assessment. The objective is to identify deficiencies that preclude attainment of required capabilities. Higher headquarters may use this guide in whole or in part during visits or exercises.

1.1. Core Compliance Guide Items (CCGI) and Compliance Guide Items (CGI). Items identified by functional managers to prioritize command requirements and to allow the USAFE/IG inspectors to assess criticality of deficiencies.

1.1.1. CCGI. Items identified by HQ USAFE directorates and functional managers as key result areas for successful mission accomplishment including, but not limited to, items where non-compliance could result in serious injury, loss of life, excessive cost, litigation or affect system reliability. These requirements may be mandated by law, Executive Order, DoD directive, safety or Air Force and USAFE strategic plans. CCGIs are referred to as significant guide items requiring direct IG evaluation. Identify CCGIs by using uppercase and bold letters.

1.1.2. CGI. CGI are areas that require special vigilance and are important to the overall performance of the unit. Noncompliance could result in some negative impact on mission performance but is not likely to result in injury, unnecessary cost, or litigation. Identify CGIs by using standard sentence case.

2. Applicability. All items on this guide are assigned an applicability code designating the wing/unit/installation to which the item applies.

Table 1. Inspection Items for Intelligence Units.

Item Number	Item	Reference	Applicability Code	Yes/No
1.	General			
1.1.	**HAS THE WING/GROUP SENIOR INTELLIGENCE OFFICER (SIO) DEVELOPED, IMPLEMENTED AND EXECUTED A FORCE PROTECTION SUPPORT PROGAM AS AN INTEGRAL PART OF THE WING/BASE INSTALLATION COMMANDER'S FORCE PROTECTION PROGRAM?**	AFI 14-105, paragraph 1.1.2.9	3,4,7	
1.2.	**HAS THE WING/GROUP SIO APPOINTED, IN WRITING, AN INTELLIGENCE OFFICER/NCO AND ESTABLISHED FORMAL PROCEDURES FOR COORDINATING ANTI-TERRORISM/FORCE PROTECTION INTELLIGENCE WITH THE LOCAL OFFICE OF SPECIAL INVESTIGATIONS, SECURITY FORCES AND SPECIAL SECURITY OFFICE AS APPROPRIATE?**	AFI 14-105, paragraph 1.1.2.9.1	3,4,7	
1.3.	Is the unit anti-terrorism/force protection POC a member of the wing/group force protection working group?	AFI 14-105, paragraph 1.1.2.9.2	3,4,7	
1.4.	Does the wing/group SIO monitor peacetime flying and squadron personnel schedules to ensure required intelligence support is available?	AFI 14-105, paragraph 1.1.2.12.1	3,7	
1.5.	Has the wing/group SIO appointed, in writing, a primary and alternate Intelligence Reference Materials Manager (IRMM) according to MAJCOM requirements to manage unit statements, intelligence document requirements, intelligence reference materials and unit library?	AFI 14-105, paragraph 1.1.2.13	3,4,7	

Item Number	Item	Reference	Applicability Code	Yes/No
1.6.	Does the wing/group SIO determine intelligence document requirements (to include mobility documents and references) for the wing/group and squadrons based on mission requirements, unit operations, OPLANs, air expeditionary force, contingency, emergency war order and past ad hoc tasking as applicable? (Wing/group SIOs with geographically separated units [GSUs] will monitor GSU requirements to ensure documents are on hand.)	AFI 14-105, paragraph 1.1.2.13.1	3,4,7	
1.7.	Does the wing/group SIO input and maintain statements of intelligence interest (SII) for the wing/group into the Joint Dissemination System (JDS) for MAJCOM validation?	AFI 14-105, paragraph 1.1.2.13.2	3,4,7	
1.8.	Does the wing/group SIO periodically publish and disseminate an accession list to squadrons incorporating all new incoming intelligence reference materials?	AFI 14-105, paragraph 1.1.2.13.4	3,4,7	
1.9.	Does the wing/group SIO manage the wing/group production requirement (PR) program IAW Department of Defense Intelligence Production Program (DoDIIP) and MAJCOM/theater guidance, as appropriate?	AFI 14-105, paragraph 1.1.2.14	3,4,7	

SMAUL A. SMITH, Colonel, USAF

Director of Intelligence

Figure A0.2. (Added-USAFE) Sample ORI Guide Format.

USAFECL14-2

BY ORDER OF THE COMMANDER, UNITED STATES AIR FORCES IN EUROPE

UNITED STATES AIR FORCES IN EUROPE CHECKLIST 14-2

15 NOVEMBER 2001

Intelligence

PHASE I OPERATIONAL READINESS INSPECTION GUIDE FOR INTELLIGENCE UNITS

OPR: HQ USAFE/INRS (Maj Derek V. Hill)

Certified by: HQ USAFE/IN (Col Smaul A. Smith)

Pages: 05/Distribution: F

This publication implements Air Force Policy directive (AFPD) 14-1, *Intelligence, Surveillance, and Reconnaissance (ISR) Planning, Resources, and Operations*. This Functional Inspection guide (FIG) is developed to support AFI 90-201, *Inspector General Activities*, and AFI 90-201 USAFE Supplement 1, inspection programs. This guide identifies items that evaluate the ability of a unit with a wartime or contingency mission to perform assigned operational missions (e.g. designed operational capability (DOC) and, or mission essential task list (METL) associated taskings and assigned operations plan (OPLAN) taskings). It applies to all United States Air Forces in Europe (USAFE) Intelligence units and members as indicated in para 2. This guide supports guidance in AFI 14-105, Unit Intelligence Mission and Responsibilities, as well as the associated USAFE supplement. This guide applies to active duty USAFE units and those reserve forces assigned to USAFE. This guide is intended for inspection use. Send comments and suggested improvements to this publication on AF Form 847, **Recommendations for Change of Publication**, to USAFE Intelligence Directorate, HQ USAFE/INRS, Unit 3050 Box 80, APO AE 09094.

1. General. The items listed do not constitute the order or limit the scope of the inspection or assessment. As a minimum, units should use FIGs in conjunction with the Unit Self-Assessment. The objective is to identify deficiencies that preclude attainment of required capabilities. Higher headquarters may use this guide in whole or in part during visits or exercises.

1.1. Common Core Readiness Criteria (CCRC). CCRC represent five basic, overarching readiness criteria that the USAFE/IG will apply to each area of its ORIs. Each CCRC has one or more associated questions to facilitate its use by inspectors. Upper case and bold letters are used to identify CCRCs. The five areas include.

1.1.1. Threat. Is the unit able to implement and sustain appropriate measures to meet changing force protection conditions?

1.1.2. Safety. Does the unit safety program facilitate unit readiness?

1.1.3. Security. Were adequate measures employed throughout the exercise? Were OPSEC procedures incorporated into plans and followed throughout the exercise? Were proper COMSEC materials available, as specified in tasked operations plans, to ensure mission accomplishment? Were COMSEC, COMPUSEC and other measures employed to deny the enemy information?

1.1.4. Communications and Information. Were these operations effective?

1.1.5. Training. Were units properly trained and equipped to perform wartime duties?

1.2. Readiness Criteria (RC). Areas deemed necessary by functional managers that require special vigilance and are important to the overall performance of the unit. Not adhering to RC could result in some negative impact on mission performance. Standard sentence case is used to identify RCs.

2. Applicability. All items on this guide are assigned an applicability code designating the wing/unit/ installation to which the item applies.

Table 1.

Item Number	Item	Reference	Applicability Code	Yes/No
1.	General:			
1.1.	Does the Wing/Group senior intelligence officer (SIO) analyze all incoming information for impact on the unit mission?	AFI 14-105, paragraph 1.1.2.8	3,4,7	
1.2.	**HAS THE WING' GROUP SIO DEVELOPED, IMPLEMENTED AND EXECUTED A FORCE PROTECTION SUPPORT PROGRAM AS AN INTEGRAL PART OF THE WING/GROUP INSTALLATION COMMANDER'S FORCE PROTECTION PROGRAM?**	AFI 14-105 para 1.1.2.9	3,4,7	
1.3.	**ARE FORMAL PROCEDURES ESTABLISHED (AS NEEDED) AND FOLLOWED REGARDING COORDINATION OF ANTI-TERRORISM INTELLIGENCE WITH THE WING/BASE OFFICE OF SPECIAL INVESTIGATIONS AND SECURITY FORCES?**	AFI 14-105, paragraph 1.1.2.9.1	3,4,7	
1.4.	Is the unit anti-terrorism POC a member of the wing/group Force Protection Working Group?	AFI 14-105, paragraph 1.1.2.9.2	3,4,7	
1.5.	Are electronic and hard copy intelligence libraries organized to permit timely retrieval of all documents and material required to support contingency tasking?	AFI 14-105, paragraph 1.1.2.13.3	3,4,7	

Item Number	Item	Reference	Applicability Code	Yes/No
1.6.	**ARE REQUIREMENTS AND POLICIES CONTAINED IN AFI 16-201, DISCLOSURE OF CLASSIFIED MILITARY INFORMATION TO FOREIGN GOVERNMENTS AND INTERNATIONAL ORGANIZATIONS, ADHERED TO FOR DISCLOSING CLASSIFIED AND CONTROLLED UNCLASSIFIED MILITARY INFORMATION TO FOREIGN NATIONALS? ARE ALL CLASSIFIED AND CONTROLLED UNCLASSIFIED MILITARY INFORMATION REVIEWED AND APPROVED BY A PROPERLY DESIGNATED DISCLOSURE AUTHORITY BEFORE RELEASE?**	AFI 14-105, paragraph 1.1.2.16	3,4,7	
1.7.	Are all intelligence procedures and processes (briefings, situation displays, etc.) standardized throughout the wing/group to the fullest extent possible?	AFI 14-105, paragraph 1.1.2.21	3,4,7	
1.8.	Has the wing/group SIO developed quality control procedures to ensure standardization and accuracy of briefings and situation/ Order of Battle (OB) displays? Does the unit use Department of the Army FM 101-5-1, computer system and/or Chart-Pak symbology when developing OB symbology?	AFI 14-105, USAFE Supplement 1, paragraph 1.1.2.21 and 1.1.2.21.1	3,4,7	
1.9.	Do operational squadron intelligence personnel provide intelligence to the squadron during all phases of operations, to include, but not limited to, current intelligence, scenario inputs and mission planning?	AFI 14-105, paragraph 1.1.3.1	3,7	

SMAUL A. SMITH, Colonel, USAF

Director of Intelligence

Attachment 11 (Added-USAFE)

SIMULATION AND DEVIATION POLICY

A11.1. (Added-USAFE) Simulations and Deviations. Only HQ USAFE/IG approved simulations and deviations will be used. An issue could be a simulation and/or deviation. Additionally, requests for simulations and deviations will be submitted to the HQ USAFE/IGI according to the instructions below. Simulations and deviations will be reserved for those actions that are impossible or impractical to perform. There are no standing sims/devs for EURO FLASH/FSTR evaluations.

A11.1.1. (Added-USAFE) Simulation examples include:

A11.1.1.1. (Added-USAFE) Example 1. Using training crimpers vs. operational crimpers for aircraft loading operations. All acts are to be performed as if operational crimper were used.

A11.1.1.2. (Added-USAFE) Example 2. The withdrawal requirement will be simulated by a withdrawal of 300 feet in lieu of 2000 feet. Basically, the act or procedure will be demonstrated by some other means.

A11.1.2. (Added-USAFE) Deviation examples include:

A11.1.2.1. (Added-USAFE) Example 1. Security will not be posted for static loading operations.

A11.1.2.2. (Added-USAFE) Example 2. During exercise scenarios, if real-world emergencies require response, Chemical Biological Weapons Defense Ensemble will not be worn.

A11.2. (Added-USAFE) Coordinating Simulations and Deviations. Coordinate all simulations and deviations not expressly authorized by this Attachment, exercise implementing instructions, inspection ground rules, or higher headquarters directive with the IG prior to accomplishment. Do not request a simulation or deviation for an item that is specifically covered and/or prohibited in higher headquarters guidance or technical publications.

A11.2.1. (Added-USAFE) Approved simulations and deviations (standing or unit requested) do not relieve the unit from all responsibilities with regard to a specific item. Unit members must notify the inspector upon implementing an approved simulation or deviation. Unless told otherwise by the IG, resources (manpower and equipment) must be dedicated for the duration of the simulated task. If individuals or equipment are assigned to a task that is to be simulated, that individual or equipment will not be available for another task until the simulated task time has expired.

A11.3. (Added-USAFE) IG Approval of Simulations and Deviations. HQ USAFE/IG will approve simulations and deviations only when it is impossible or impractical to perform actual procedures or to use specified equipment.

A11.4. (Added-USAFE) Newly Issued Policy or Guidance. When an inspected unit is in receipt of newly issued policy or guidance, and it is impossible to implement the new policy or guidance, or would cause confusion and potentially disrupt the conduct of the inspection, the unit may submit a deviation request. The deviation request should explain how the unit is implementing, or plans to implement, the new policy.

A11.5. (Added-USAFE) Standing Simulations. The following are general standing simulations and deviations approved by the HQ USAFE/IG:

A11.5.1. (Added-USAFE) Movement of drugs and narcotics.

A11.5.2. (Added-USAFE) Deployment of DD Form 2766, **Adult Preventive and Chronic Care Flowsheet**, AF Form 1480B, **Adult Preventive and Chronic Care Flowsheet Continuation Sheet**; most current physical (i.e. SF 88, **Report of Medical Examination**); and AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty**. ***NOTE:*** IG inspectors may elect to randomly select and inspect the DD Forms 2766/AF Forms 1480B of a chalk to evaluate suitability for deployment.

A11.5.3. (Added-USAFE) Movement of patient's vehicles away from medical treatment facilities during FPCON changes.

A11.5.4. (Added-USAFE) Use of real US and foreign currency and US Treasury Checks (provide simulated treasury checks totaling $100,000; simulated US cash totaling $100,000; and 400,000 simulated foreign units at exchange rate of four foreign to one US dollar).

A11.5.5. (Added-USAFE) Authentication of special orders (provide minimum distribution to the appropriate workstations and make additional copies only as required by local policy).

A11.5.6. (Added-USAFE) Recall of personnel from leave and TDY.

A11.5.7. (Added-USAFE) Initiation of stop loss actions.

A11.5.8. (Added-USAFE) Projection of TDY data into the personnel data system.

A11.5.9. (Added-USAFE) Wear of chemical biological warfare defense ensemble (CBWDE) during response to actual in-flight emergencies or flight line mishaps.

A11.5.10. (Added-USAFE) Actual use of M8 and M9 detection paper. Use masking tape to simulate M8 and M9 paper. Masking tape will be marked as "M8 PAPER" or "M9 PAPER" with date and time

A11.5.11. (Added-USAFE) Possession of 100 percent serviceable training CBWDE

A11.5.12. (Added-USAFE) Possession and use of actual M291 skin and M295 equipment decontamination kits and M256A1 chemical agent detector kits in the field.

A11.5.13. (Added-USAFE) Deployment of real world C-bags. C-bags will be issued to personnel and will be inspected and returned to storage. Training ground crew ensemble (GCE), mask, hood and filters will be deployed.

A11.5.14. (Added-USAFE) Placement of the contamination control area based on site selection requirements in accordance with AFMAN 32-4005, *Personnel Protection and Attack Actions.*

A11.5.15. (Added-USAFE) Replacement of canisters and filters for CBWDE protective masks.

A11.5.16. (Added-USAFE) Dispersed vehicles, equipment, and personnel protective bunkers will be shown using rows of sandbags stacked one high and one wide.

A11.5.17. (Added-USAFE) Facilities and tents will be considered as splinter-protected to a height of four feet and do not require sandbagging.

A11.5.18. (Added-USAFE) Tone down of safety signs, safety markings (e.g. red or orange ribbons) on aerospace ground equipment (AGE) and fuel areas, radio antennas, and wave guide wires.

A11.5.19. (Added-USAFE) Deployment of actual ammunition, other than that needed for real-world security. Once mobility munitions have been marshaled and inspected by IG personnel, they may be returned to the munitions storage area for proper storage.

A11.5.20. (Added-USAFE) Turning off environmental control units (ECU) following chemical attacks.

A11.5.21. (Added-USAFE) Movement of dumpsters away from buildings. A comprehensive plan must be available to illustrate how this would be accomplished.

A11.5.22. (Added-USAFE) EOD Mobility munitions will not be dispersed.

A11.5.23. (Added-USAFE) Constructing Unexploded Ordnance (UXO) protective works; however, the unit will be required to construct two protective works of actual proportions around two UXOs. One UXO equal-to or less-than 155mm in diameter, and one UXO greater-than 155mm in diameter. Other protective works may be simulated with a single sandbag placed at each corner. The number of people, sandbags, and time of construction must be given to the EOD inspector for each simulated protective work.

A11.5.24. (Added-USAFE) To maintain real-world fire fighting capability, the number of firefighting personnel required to marshal through the Mobility Processing Line is limited to 16. The remainder of the firefighter UTC records will be processed. In addition, at no time will fire fighter personal protective equipment (PPE) be palletized. Firefighter PPE will be placed on a pallet and weighed. The PPE will be removed from the pallet and returned to the respective firefighting vehicles and the pallet will be tracked for processing and shipment as would normally occur.

A11.5.25. (Added-USAFE) The discharge of fire extinguishing agents during these exercises shall be at the discretion of the fire protection inspector. The fire department will be required to show firefighting capability, to include the discharge of water (and aqueous film forming foam if an authorized training pit is available), during the Structural Fire Exercise, Aircrew Egress Extraction Exercise, and Aircraft Crash Rescue Live Fire Exercise.

A11.5.26. (Added-USAFE) Fire departments will demonstrate palletizing, weighing, and tracking of the appropriate number of individual mobility self-contained breathing apparatus (SCBA) for the deploying UTC. At no time will SCBAs be netted; however, the pallet must be weighed, accounted for, and tracked as if it were deploying to demonstrate capabilities; then, SCBAs may be returned to the fire station for real-world mission requirements.

A11.5.27. (Added-USAFE) Removal of catalytic converters from deploying vehicles.

A11.5.28. (Added-USAFE) Removal of reflective tape on deployment equipment.

A11.5.29. (Added-USAFE) Host nation non-player may be used as bus driver to transport personnel to and from cantonment area.

A11.5.30. (Added-USAFE) Non-UTC wrecker and host nation non-player mechanics may remove disabled vehicles from a roadway in the interest of safety. UTC personnel and vehicles will be used to repair or tow disabled vehicles to the deployed location.

A11.5.31. (Added-USAFE) Due to environmental concerns, personnel will not be required to perform a fuel contamination check on tactical vehicles prior to convoy. Convoy personnel will be knowledgeable of fuel contamination check procedures and will be required to explain the procedure to inspectors.

A11.5.32. (Added-USAFE) Block and brace every third chalk for surface movements.

A11.5.33. (Added-USAFE) Only one copy of the cargo manifest in the aircraft commander's package.

A11.5.34. (Added-USAFE) Disassembly, packing, and re-assembly of copiers.

A11.5.35. (Added-USAFE) Destruction of classified products during relocations.

A11.5.36. (Added-USAFE) Destruction of simulated contaminated food after attacks. See Prime Readiness in Base Support (RIBS) Amplifying Rules of Engagement (ROE) for details.

A11.5.37. (Added-USAFE) Field feeding platform Safety NCO. See Prime RIBS Amplifying ROE for details.

A11.5.38. (Added-USAFE) Refrigeration units for field mortuaries.

A11.5.39. (Added-USAFE) Excavation of mass burial site.

A11.5.40. (Added-USAFE) Sanitation of mortuary tent.

A11.5.41. (Added-USAFE) Processing of simulated contaminated remains.

A11.5.42. (Added-USAFE) CBWDE suits will not be worn when servicing LOX in an exercise or training environment due to the suit's ability to absorb gaseous oxygen and create an explosive condition. The entire CBWDE will be removed prior to start of LOX flow and will not be donned until lines are disconnected.

A11.6. (Added-USAFE) Aviation Unit-Specific Simulations. The simulations listed below apply to aviation units only and are in addition to the general simulations listed above.

A11.6.1. (Added-USAFE) Cannibalization of nonplayer aircraft to supplement Mobility Readiness Spares Package (MRSP) for PH I.

A11.6.2. (Added-USAFE) Preparing and wrapping more than one serviceable spare engine of each type tasked for mobilization during PH I.

A11.6.3. (Added-USAFE) Loading combat setting into electronic countermeasures (ECM) pods.

A11.6.4. (Added-USAFE) Processing TS-4044D, AIM-7E, AIM-7F, AIM-7M, and AN/DSM-162A missile test sets for PH I.

A11.6.5. (Added-USAFE) Movement of Bomber Strategic Aircraft Reconstitution Team (BSART) weapons, excluding small arms.

A11.6.6. (Added-USAFE) US Air Force units will be asked for a Flush (actual vertical or lateral dispersal of aircraft) during threat of airfield attack.

A11.6.7. (Added-USAFE) Wear of standard CWU-27/P flight suit to simulate the CWU-66/77P aircrew chemical coverall.

A11.6.8. (Added-USAFE) Disposal of plastic overboots and overcapes.

A11.6.9. (Added-USAFE) Wear of anti-exposure suit when not warranted by mission and climatic conditions.

A11.6.10. (Added-USAFE) Issue of live ammunition. Aircrew Life Support (ALS) or other responsible agency will issue aircrews M9 (9mm) weapons without magazine clips. To demonstrate capability, IG inspectors may request a demonstration of loading and clearing procedures using live rounds. After

the demonstration is complete, the live rounds and clips will be turned back into ALS or responsible agency. Under no circumstances will aircrew participating in the IG exercise depart the weapons issue area with a loaded ammunition magazine or depart the weapons issue area with an empty magazine inserted into the M9 weapon.

A11.6.11. (Added-USAFE) Aircrew dress out procedures are as follows:

A11.6.11.1. (Added-USAFE) Entering/Exiting the Play Area to the Squadron:

A11.6.11.1.1. (Added-USAFE) Aircrews will wear standard ground crew training ensemble and individual protective equipment (IPE) over their flight suit commensurate, with the current MOPP level.

A11.6.11.2. (Added-USAFE) In the Squadron/On the Flightline:

A11.6.11.2.1. (Added-USAFE) Aircrews working in the exercise area, not on the flying schedule, will stay in the ground crew training ensemble consistent with the MOPP status.

A11.6.11.2.2. (Added-USAFE) Aircrews on the flying schedule will use the following simulation for the aircrew chemical ensemble:

A11.6.11.2.2.1. (Added-USAFE) MOPP 2. Wear standard nomex flight suit, nomex flight gloves, normal flying helmet with oxygen mask down/visor up, standard flight boots, other flight gear as required. Simulated M-9 tape is not worn on flight gear.

A11.6.11.2.2.2. (Added-USAFE) MOPP 4. Wear normal flying mask up and put visor down/NVG bracket on. During chemical deposition phase, aircrew will wear the overcape and booties when outside the squadron building. The plastic overcape will not be worn during aircraft preflight/postflight inspections. The plastic overcape will not be worn after the chemical deposition phase.

A11.6.11.3. (Added-USAFE) Aircrews scheduled to fly actual chemical warfare sorties will comply with the procedures specified in AFI 11-2MDS specific volumes and/or 32-series instructions.

A11.6.11.4. (Added-USAFE) This simulation DOES NOT APPLY to aircrew scheduled to demonstrate ACCA decontamination procedures.

A11.6.12. (Added-USAFE) Donning of protective mask, gloves, and field gear during elevated alarm conditions by personnel actively involved in uninstalled or installed engine run operations until engine run shut down procedures, per applicable technical order, are safely completed.

A11.6.13. (Added-USAFE) Wear of protective mask, gloves, and field gear while performing End of Runway (EOR) duties.

A11.6.14. (Added-USAFE) Wear of CBWDE by egress maintenance personnel during in-cockpit egress maintenance.

A11.6.15. (Added-USAFE) Wear of CBWDE and field gear during aircraft engine inlet and exhaust inspections.

A11.6.16. (Added-USAFE) Wear of protective mask while performing hot pit refueling operations.

A11.6.17. (Added-USAFE) F-16 Halon Servicing. To comply with the Environmental Protection Agency (EPA) -mandated moratorium on Halon usage during peacetime operations and to demonstrate capability, units will perform all Halon servicing procedures except actually utilizing Halon or

discharging nitrogen from purged bottles. This includes downloading and uploading aircraft, transporting bottles to and from the servicing area, and replenishing stock. Simulated usage of Halon will be based on expected wartime utilization rates. Bottles remain at the servicing stand for 15 minutes, but servicing hose or bottle hookup will not be performed to preclude Halon expenditure. Servicing equipment must be serviceable and set up for personnel to demonstrate proficiency. Personnel who would be utilized to operate servicing stand must be present during simulated servicing operations to preclude their use for other duties simultaneously. Any required consumable materials must also be available when appropriate.

A11.6.18. (Added-USAFE) Wear of night vision goggles mount in lieu of CW flying mask for flights involving night operations.

A11.6.19. (Added-USAFE) Supervisor of Flying (SOF) evacuation of control tower or SOF duty position.

A11.6.20. (Added-USAFE) Evacuation of essential tower personnel.

A11.6.21. (Added-USAFE) Use of LAU-131 rocket pods with less than seven operational tubes.

A11.6.22. (Added-USAFE) Use of simulated escape and evasion (E&E) kits (same approximate size, weight, and type contents) in lieu of real world E&E kit.

A11.6.23. (Added-USAFE) Empty munitions containers, in the same War Reserve Material (WRM) configuration, for delivery of components to the buildup site for downloading.

A11.6.24. (Added-USAFE) Simulate removing nose art from deploying aircraft by blocking one half hour per aircraft to spray paint over nose art.

A11.6.25. (Added-USAFE) Film/chemical containers, weighing the same as actual supplies, will be transported in lieu of actual supplies if the weather is too hot or cold. All chemical hazard restrictions will be followed.

A11.7. (Added-USAFE) Munitions-Specific Simulations:

A11.7.1. (Added-USAFE) The unit will determine local procedures to identify munitions as used or expended. Munitions breakout, buildup and delivery will be evaluated. The half-up, half-down concept will be employed. Each weapon will be assembled and loaded on trailers/aircraft and will be removed, disassembled, or packed into its container. The assembly, loading, downloading, and repacking will count as two weapons used.

A11.7.2. (Added-USAFE) TGM-65, ATM-88, and AGM-88 Simulation Plugs. To demonstrate delivery, munitions trailers will be configured with empty AGM-65 containers or AGM-88 containers.

A11.7.3. (Added-USAFE) Units required to transport munitions from off-base sites to on-base buildup areas or aircraft locations may load and unload components or built-up munitions at the off-base site and make the delivery and return with empty trailers and delivery vehicles.

A11.8. (Added-USAFE) Simulation Request Format. Units will consolidate all simulations and deviations and submit as a single package. The package will be endorsed by the wing or unit commander on the last page of the document and have a signature block for the USAFE/IG Team Chief. Unit simulation/deviation requests will be submitted according to the following format:

Figure A11.1 (Added-USAFE) Sample format for Unit Simulation/Deviation Requests.

Number: Unit-Group-Applicable Inspection Area (IR=Initial Response, EM=Employment, AT=ATSO, MS=Mission Support)-Last two digits of year and three-digit sequence number.

Type simulation: (Procedural or resource).

Requester: (XX WG/BW/FW/Office Symbol/Name/Phone Number).

UTCs: (if applicable).

Increment Numbers and line numbers: (if applicable).

WHAT? (Describe the simulated and deviated task or equipment).

HOW? (Describe how you will simulate and/or deviate from the task).

WHY? (Provide a brief explanation of why the simulation and deviation is required and the impact if the IG disapproves--resource expenditure, potential risk, etc).

EXAMPLE:

31FW-SG-IR-02001

Resource

31FW/CEX/SMS Pfeul/DSN XXX-XXXX

4F9E6, 4F9D2N/A

WHAT: Simulate the use of actual M-256 chemical detector kits during suspected chemical attacks.

HOW: NBC reconnaissance personnel will use training M-256 kits to perform detection tests.

WHY: Use of actual M-256 kits will cause a shortage of real-world UTC resources, and disposal of used kits generates hazardous waste.

A11.9. (Added-USAFE) NSI and JSSI. These items do not need to be listed on the unit simulation and deviation request. However, if used, unit members need to be aware of proper procedures and requirements and be ready to explain them to evaluators.

A11.9.1. (Added-USAFE) Weapons Maintenance Operations. Type 3E/A trainer used to simulate War Reserve (WR) asset. Trainer will be treated as WR. Differences between trainer and WR will be identified to inspector. This simulation applies during technical operations, aircraft loading, logistics movement, and contingency exercises when War Reserve (WR) assets are not available. The type of trainer will be concurrent with the operations being simulated on the trainer (i.e. general maintenance will be simulated using a Type 3A trainer, receipt verification/prep for shipment may be done using a Type 3E Mod 4, transport will be simulated using a Type 3E trainer). This simulation also applies to the use of training equipment used with the trainer being used (i.e. H1127).

A11.9.1.1. (Added-USAFE) While simulating a WR asset, training items may have markings unlike that of a WR. All training markings will be considered acceptable after being brought to the attention of the inspector. Differences in markings must be explained to the inspector to ensure technicians are knowledgeable of WR markings.

A11.9.1.2. (Added-USAFE) Requirement for Limited Life Component Exchange (LLCE) will be simulated as being due during month of inspection when using Type 3A. LLCE components will

be reinstalled and considered new (including Group X kit items). All reporting actions will be accomplished up to the point of transmission.

A11.9.1.3. (Added-USAFE) Training H1616 container will be used to simulate actual container when WR maintenance is not due. Markings (including part numbers) unique to the training can will be identified to the inspector, simulated as their WR counterparts and accepted for use. Applicable external labels will be identified, but not applied.

A11.9.1.4. (Added-USAFE) Permissive Action Link (PAL) operations will be demonstrated on either the Type 3E trainer or Code Management System (CMS) field tester when WR maintenance is not due. Request for actual Field Operations File (FOF) will be simulated. Differences between training and WR operations will be brought to the attention of the inspector.

A11.9.1.4.1. (Added-USAFE) When simulating WR operations, technicians may document actions on a training Inspection Record Card (IRC) instead of the type 3 trainer IRC to prevent excessive marking on the type 3 trainer IRC. Technicians will have actual trainer IRCs available, but may accomplish documentation for the operation on training IRC. The training IRC must have all entries applicable to the operations being performed. Technicians may consult the actual IRC for discrepancies discovered, and if THE PROPER AUTHORITY HAS ACCEPTED THOSE DISCREPANCIES FOR USE DURING TRAINING, they may continue operations. Any item that needs to be documented on the actual trainer IRC will be documented during the inspection.

A11.9.1.5. (Added-USAFE) During exercises and simulation operations, the Special Weapons Inventory Management (SWIM) or DIAMONDS database will use pre-determined numbers to simulate assets and reduce confusion. Prior to the inspection (via telecon or during inbrief), serial, part, mod, and alteration numbers will be agreed upon between the Munitions Accountable Systems Officer (MASO) and the inspector. Simulated numbers for installed/removed components during technical operations will also be agreed upon. Additionally, two separate training data bases will be built; one for emergency evacuation and one for command disablement. These numbers will BE ADDED to the SWIM training database, and will be used for the entire inspection.

A11.9.1.6. (Added-USAFE) During technical operations, prior-to-use inspections may be performed before the inspector arrives to expedite the inspection process. This deviation applies to specific technical operations only after consulting with the inspector. Technicians must be able to show procedures and steps accomplished when performing the prior-to-use inspection. Additionally, inspectors may request a sample demonstration of some prior-to-use inspections to ensure proficiency.

A11.9.1.7. (Added-USAFE) During contingency exercises, Universal Release Codes (URCs) will not be accessed to reduce exposure. Technicians must be capable of going to URC storage locations and describing removal. URC teams will simulate the removal and talk-through of procedures following removal.

A11.9.2. (Added-USAFE) Aircraft Loading Activities:

A11.9.2.1. (Added-USAFE) During static aircraft weapons loading, standard load procedures will be demonstrated and training munitions will be treated as WR. Security posting, shelter purge, vault operation, weapons maintenance actions and final denial will be simulated. If required to use the load training facility it will be treated as an approved loading site with designated no-lone-zone roped off to control access.

A11.9.2.2. (Added-USAFE) During static loads in the Weapons Load Training (WLT) facility the aircraft canopy will not be closed at the end of the weapons load, to prevent unnecessary wear and tear on the aircraft canopy.

A11.9.2.3. (Added-USAFE) Training crimpers will be used in lieu of operational crimpers for static loads in the WLT facility. Operational crimpers will be used for aircraft generation exercises.

A11.9.2.4. (Added-USAFE) Inert cartridges may be used in the load training facility. Treat as real.

A11.9.2.5. (Added-USAFE) Training aircraft forms will be used to document loading operations in the WLT facility. The actual aircraft forms will be available and used to verify the condition of the aircraft, but no training entries will be made in them.

A11.9.2.6. (Added-USAFE) For WLT operations, certain aircraft systems or items may not be Fully Mission Capable (FMC). Loading and mating can be effectively demonstrated without an FMC aircraft. The weapons system will be fully functional (both mechanically and electrically). The aircraft will be configured to resemble a combat configuration i.e., 3X tanks and inert self defense munitions. Aircraft discrepancies will be brought to evaluator's attention.

A11.9.3. (Added-USAFE) Evacuation and destruction of COMSEC, classified, and TPC materials will not be accomplished. Demonstration and capability must be shown.

A11.9.4. (Added-USAFE) EXERCISES

A11.9.4.1. (Added-USAFE) Reduction of evacuation distances/locations and cordon distances for contingency exercises. During contingency exercises, personnel will evacuate and place a cordon at least 300 feet instead of required distances. Additionally, some mission locations will not be evacuated during exercises. Capability of evacuation is fully evaluated using at least 300 feet versus required distances, to reduce the impact on real world missions. All personnel evacuating and providing cordon support must be able to describe actual withdrawal/evacuation distances and locations pertaining to the task or operation involved. The following facilities are exempt from evacuation of personnel essential to the operations of facilities:

A11.9.4.1.1. (Added-USAFE) Local Monitoring Facility.

A11.9.4.1.2. (Added-USAFE) Remote Monitoring Facility.

A11.9.4.1.3. (Added-USAFE) Central Security Control.

A11.9.4.1.4. (Added-USAFE) Alternate Central Security Control.

A11.9.4.1.5. (Added-USAFE) Security Forces Armory.

A11.9.4.1.6. (Added-USAFE) Installation and Restricted Area Entry points when posted.

A11.9.4.1.7. (Added-USAFE) Command Post Emergency Action Cell.

A11.9.4.1.8. (Added-USAFE) Munitions Control.

A11.9.4.1.9. (Added-USAFE) Maintenance Operations Center.

A11.9.4.1.10. (Added-USAFE) Units must provide a list of additional buildings that will not be evacuated during exercises to the inspector before the inspection or during the in-brief for

approval. Individuals not evacuated because of this simulation will demonstrate knowledge of required evacuation actions.

A11.9.4.2. (Added-USAFE) Unit will not stop or impede taxiing aircraft while establishing cordons or containment. Personnel will not endanger life or increase the likelihood of damage to equipment. This simulation applies to contingency exercises. Personnel must be knowledgeable of procedures for stopping aircraft and establishing cordons. All steps short of interfering with aircraft flow will be taken, and other steps will be talked-through.

A11.9.4.3. (Added-USAFE) During exercises, Security Forces will not employ violent measures to meet objectives. Additionally, live explosives will not be used during denial scenarios, to prevent unnecessary risks and damage to equipment. This simulation applies to use of violent measures. Personnel must explain procedures for employment of measures and must be fully trained to accomplish the tasks.

A11.9.4.4. (Added-USAFE) Fire extinguishers will not be operated during contingency exercises to prevent waste and damage. Technicians must be able to talk-through operation of fire extinguishers.

A11.9.4.5. (Added-USAFE) Units will use training gear during contingencies. This simulation applies during contingency exercises where radiological gear must be worn. Technicians will wear training gear to show capability, and must explain all differences between training and actual gear.

A11.9.4.6. (Added-USAFE) Use of Liquid Safeing Fluid (LSF). WILL NOT BE USED ON EOD TRAINING ASSETS. This simulation applies to EOD teams during simulated operations. When required, EOD teams will use water to simulate LSF. All differences must be explained to the inspector.

A11.9.4.7. (Added-USAFE) EOD technicians will use trash bags for packaging instead of the required 6-mm thick bags. Technicians must show all items are readily available, and be able to demonstrate packaging on some items when the inspector requests it.

A11.9.4.8. (Added-USAFE) Leave ADM 300A alpha probe cover on, during monitoring operations to prevent possible damage to the alpha probe. Technicians must tell the inspector exactly when and how the probe cover would be removed and replaced.

A11.9.4.9. (Added-USAFE) To prevent inspection time conflicts, EOD technicians may use their equipment bay for EOD technical operations. This simulation applies to EOD technical operations. Technicians must apply all applicable precautions, procedures, and requirements as if performing the operations inside a hardened aircraft shelter or maintenance bay. Technicians must also demonstrate when these items apply and add to all applicable briefings.

A11.10. (Added-USAFE) LOGISTICS MOVEMENT. During logistics movements, a vehicle may be used to simulate an aircraft if no aircraft is available. Technicians must be able to talk-through aircraft procedures, and security forces must be able to demonstrate knowledge of aircraft contingency operations and security procedures. Security procedures will be demonstrated to the maximum extent using the simulated aircraft.

A11.11. (Added-USAFE) AIRCRAFT GENERATION. During aircraft and weapons acceptance, mission-required conventional weapons/ECM Pods/fuel tanks may be simulated loaded. A/C must be FMC for A/C Generation & properly configured. Expect verbal evaluation(s) on any simulated load based on appropriate checklists.

A11.12. (Added-USAFE) NSI and JSSI Simulation Request Format. Units will consolidate all simulations and deviations and submit as a single package. The package will be endorsed by the wing (including host nation) and, or MUNSS commander on the last page of the document and have a signature block for the USAFE/IG Team Chief. Units are encouraged to work closely with the IG project officer to ensure package is ready for signature prior to the unit in-brief. Unit simulation and deviation requests will be submitted according to the following format:

Figure A11.2. (Added-USAFE) Sample Format for Unit Simulation and Deviation Request.

AREA: (Maintenance, Security, Command Post, Communications, Safety, etc)

WHAT? (Describe the simulated and deviated task or equipment.)

HOW? (Describe how you will simulate and/or deviate from the task.)

WHY? (Provide a brief explanation of why the simulation or deviation is required and the impact if the IG disapproves--resource expenditure, potential risk, etc.)

EXAMPLE:

AREA: Communications

WHAT: Removal of TPC and classified from the communication center will be simulated.

HOW: Unit will demonstrate removal by using inventory lists and containers of appropriate size to simulate removal.

WHY: Removal of TPC and classified items greatly increases the risk of compromise and loss of highly sensitive items.

APPROVED/DISAPPROVED by:_____(IG Inspector)_____

Inspector Comments:

Attachment 12 (Added-USAFE)

MULTIMEDIA SUPPORT

A12.1. (Added-USAFE) Multimedia Tasking.

A12.1.1. (Added-USAFE) HQ USAFE/IG will task USAFE wings to provide multimedia support for inspection out-briefings.

A12.1.2. (Added-USAFE) Once tasked, wing multimedia flights will provide digital photos on CD-ROM as specified by this Attachment. Videos will be requested by IG team chief by memorandum. Provide requested photos to IG team chief on day one of inspection.

A12.2. (Added-USAFE) Photo Specifications:

A12.2.1. (Added-USAFE) Images will be in the JPEG file format.

A12.2.2. (Added-USAFE) Image size will be 1024 pixels (width) x 768 pixels (height) at 100 dpi minimum.

A12.2.3. (Added-USAFE) Color depth will be full RGB 24 bit.

A12.2.4. (Added-USAFE) The following standardized numbering system will be used to name all JPEG images:

A12.2.4.1. (Added-USAFE) Wing Agencies: WA001.JPG through WA039.JPG.

A12.2.4.2. (Added-USAFE) Group Pictures: GP001.JPG, GP002.JPG, etc.

A12.2.4.3. (Added-USAFE) Individual squadrons: unit number and abbreviation for each: 52CS001.JPG, 606ACS001.JPG, etc.

A12.2.4.4. (Added-USAFE) Motivational Pictures: MP001.JPG through MP120.JPG.

A12.2.4.5. (Added-USAFE) Picture Groups 1 through 5: PG1001.JPG through PG5001.JPG.

A12.2.4.6. (Added-USAFE) For multiple shots of the same number, use the following: AL400.JPG, AL400A.JPG, and AL400B.JPG, etc. Because the images are shot at a 2:3 ratio, but projected at a 3:4 ratio, leave room on each side of your photos to compensate for cropping (especially Group shots).

A12.3. (Added-USAFE) Air Force Standards.

A12.3.1. (Added-USAFE) Photos taken of personnel will be reviewed to ensure appearance meets Air Force standards. Personnel photos with violations of appearance standards will not be accepted.

A12.4. (Added-USAFE) Required Organizational Photos.

A12.4.1. (Added-USAFE) Wing Agencies

A12.4.1.1. (Added-USAFE) Wing Shield graphic on black background.

A12.4.1.2. (Added-USAFE) Wing Commander (official photo as well as in an office setting, not sitting behind a desk).

A12.4.1.3. (Added-USAFE) Three group photos of the following agencies:

A12.4.1.3.1. (Added-USAFE) Wing Staff

A12.4.1.3.2. (Added-USAFE) Command Post staff

A12.4.1.3.3. (Added-USAFE) Chapel staff

A12.4.1.3.4. (Added-USAFE) Historian staff

A12.4.1.3.5. (Added-USAFE) Inspector General and Exercise Evaluation Team

A12.4.1.3.6. (Added-USAFE) Staff Judge Advocate

A12.4.1.3.7. (Added-USAFE) Manpower staff

A12.4.1.3.8. (Added-USAFE) MEO staff

A12.4.1.3.9. (Added-USAFE) Public Affairs staff

A12.4.1.3.10. (Added-USAFE) Safety staff

A12.4.1.3.11. (Added-USAFE) Career Advisor

A12.4.1.3.12. (Added-USAFE) Comptroller Squadron

A12.4.2. (Added-USAFE) Group Level Photos

A12.4.2.1. (Added-USAFE) The following photos will be taken of personnel within the Operations Group, Maintenance Group, Support Group and Medical Group, as applicable:

A12.4.2.1.1. (Added-USAFE) Each Group Shield as a JPEG graphic on black background.

A12.4.2.1.2. (Added-USAFE) Each Group Commander (Official Photo or in an office setting, not sitting behind a desk).

A12.4.2.1.3. (Added-USAFE) Group photos of each squadron in the groups. (Each squadron may use a flag, banner, shield or other device to designate its identity.)

A12.5. (Added-USAFE) Motivational Photos.

A12.5.1. (Added-USAFE) PG1 Historical Contrast Photos.

A12.5.1.1. (Added-USAFE) Historical photos may be color or black and white (B&W). Every effort will be made to capture the same image, area or unit personnel as was captured in the historical photos. Where requested historical photos do not exist or do not show sufficient contrast with new photos, substitute militarily appropriate photo sets.

A12.5.1.1.1. (Added-USAFE) Historical and new photo of front gate.

A12.5.1.1.2. (Added-USAFE) Historical and new photo of troops in formation.

A12.5.1.1.3. (Added-USAFE) Historical and new photo of aircraft.

A12.5.1.1.4. (Added-USAFE) Historical and new photo of troops.

A12.5.1.1.5. (Added-USAFE) Historical and new photo of military vehicles.

A12.5.1.1.6. (Added-USAFE) Historical and new photo of aircrew.

A12.5.1.1.7. (Added-USAFE) Historical and new photo of support personnel.

A12.5.1.1.8. (Added-USAFE) Historical and new photo of aircraft maintainers.

A12.5.2. (Added-USAFE) PG2 Operations Personnel (20-30 total pictures).

A12.5.2.1. (Added-USAFE) This group contains pictures of Wing and Operations Group personnel performing the wing mission. People will be the focus (foreground) of these pictures. Units are encouraged to take photos highlighting how these people accomplish the mission.

A12.5.3. (Added-USAFE) PG3 Maintenance Personnel (20-30 total pictures).

A12.5.3.1. (Added-USAFE) This group includes pictures of Maintenance Group personnel performing the wing mission. People should be the focus (foreground) of these pictures. Units are encouraged to take photos highlighting how these people accomplish the mission.

A12.5.4. (Added-USAFE) PG4 Support Personnel (20-30 total pictures).

A12.5.4.1. (Added-USAFE) This group includes pictures of Support and Medical personnel, in various jobs, performing the wing mission. People should be the focus (foreground) of the pictures. Units are encouraged to take photos highlighting how these people accomplish the mission.

A12.5.5. (Added-USAFE) PG5 Wing Exercises.

A12.5.5.1. (Added-USAFE) Emergency response pictures of first responders and wing personnel completing exercise and war-time tasks. Again, people must be the focus and not equipment.

A12.5.5.1.1. (Added-USAFE) 7-10 photos of fire exercises, include FSTR, aircraft and other exercises.

A12.5.5.1.2. (Added-USAFE) 7-10 photos of Security Forces, include FSTR and other exercises.

A12.5.5.1.3. (Added-USAFE) 7-10 photos of Medical exercises, FSTR and other exercises.

A12.5.5.1.4. (Added-USAFE) 7-10 photos of deployment/employment exercises.

A12.5.5.1.5. (Added-USAFE) 7-10 photos of wing leadership/command and control.

A12.5.5.1.6. (Added-USAFE) 7-10 photos of Specialized Teams, FSTR and other exercises.